



ASSISTANT MUSEUM CURATOR

The Municipality of Oliver Paipoonge is seeking applications for the position of Assistant Museum Curator. This is a part-time seasonal position from May-September.

Position Summary:

Reporting to the Museum Curator, the Assistant Museum Curator is responsible for assisting the Museum Curator to plan, develop and operate the Municipality's museums and related facilities. The Assistant Museum Curator supervises museum employees.

Duties and Responsibilities:

- Managing and overseeing the operation of museum facilities as directed.
- Booking and coordinating school and group tours as directed.
- Planning community events, entertainment and children's programs as directed.
- Controlling cash collected and disbursed by the museums when assigned.
- Training and supervising employees as directed.
- Ensuring that workplace health and safety policies and procedures are followed.
- Researching and coordinating exhibits and documenting and maintaining collections as directed.
- Promoting public interest in the history of the area through exhibits and community outreach as directed.
- Developing and maintaining effective communication regarding museum business with government, museums and other parties.
- Directing installation and promotion of exhibits on temporary loan from other museums or parties when assigned.
- Other related duties as assigned

Minimum Job Requirements:

- Knowledge of museum practices including collection principles, storage and environment standards, conservation and archival procedures and good housekeeping
- Ability to research and gather information from various sources including oral history
- Cash management and employee supervision skills
- Policy development and long range planning skills
- Must have reliable transportation (Rural location)
- Working knowledge of computers

Wages and Hours of Work:

\$27.62/hour – Approximately 30hrs/week with varied times, weekends, days, and evenings

Please forward resumes directly to the Human Resources Clerk by **4:00 pm on Wednesday April 17, 2024.**

Municipality of Oliver Paipoonge
3250 Hwy.130
Rosslyn, ON P7K 0B1
Tel: (807) 935-2613, ext. 8675
Email: humanresources@oliverpaipoonge.on.ca

The Municipality of Oliver Paipoonge is an equal opportunity employer. Reasonable accommodations are available upon request for all parts of the recruitment process.

Only candidates selected for an interview will be contacted. Applicant information is collected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.