

Assistant Museum Curator

POSITION SUMMARY:

- Part-time, seasonal
- Non-union
- \$23.31 an hour
- Up to 18 hours per week
- Personal transportation required

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 & 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.

QUALIFICATIONS, KNOWLEDGE AND SKILLS:

- 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
- Ontario Driver's License and access to a vehicle
- Working knowledge of computers

WORKING CONDITIONS:

- Generally works in an office environment; occasionally some light physical activity.
- Frequent walking and standing at times.

All applications will be submitted in confidence to:

Amanda Coates

Municipality of Oliver Paipoonge

3250 Hwy 130

Rosslyn ON P7K OB1

(807) 935-2613 X 235

email – humanresources@oliverpaipoonge.on.ca

DEADLINE FOR SUBMISSIONS IS Wednesday June 23, 2021, AT 4:00 P.M.

The Municipality of Oliver Paipoonge is committed to achieving full accessibility for persons with disabilities and accommodations are available for individuals with disabilities 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*.