



HR Manager
200 Broadway, 2nd Floor
Tillsonburg, Ontario N4G 5A7
Fax: (519) 842-9431
E-mail: jobs@tillsonburg.ca

CORPORATION OF THE TOWN OF TILLSONBURG

SUMMER STUDENT JOB POSTING

POSITION: Curatorial Assistant

DEPARTMENT: Museum

LOCATION: Annandale National Historic Site

POSTING #: HR 64.18

STATUS: STATUS: Student (up to 35 hours/ week)
(May 27, 2019 until approximately August 31, 2019)

REPORTS TO: Culture & Heritage Manager/Curator

POSTING PERIOD: December 5, 2018 to January 9, 2019

NOTE: Interested applicants are invited to submit their resumes in confidence to the HR Manager by 4:30pm on the last day of the posting. All applications must include the posting number.

We thank all applicants for their interest in this position, however, only those to be interviewed will be contacted.

The Town of Tillsonburg is an equal opportunity employer and all information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection.

The Town of Tillsonburg will attempt to provide reasonable accommodation for a known disability for an applicant or employee if requested.

GENERAL STATEMENT OF DUTIES:

Under the supervision of full-time staff the Museum Summer Curatorial Assistant will assist with various research projects, collection records management including artifact storage records, data entry and cataloguing. Also required to assist with exhibit design and installation. Will also assist, as needed, with general museum duties like tour guiding and front desk reception, thus allowing full-time staff to complete other tasks.

EDUCATION

- Currently enrolled in a University or College level Course - Area of study in History and/or Museum studies
- Exceptional verbal and written communication skills, including experience dealing with, volunteers and the public;
- Demonstrate ability to work independently
- Knowledge and experience in handling cash, debt/credit transactions
- Knowledge and experience with Legend, Microsoft office computer applications, and PastPerfect Database software considered an asset
- CPR and Standard First Aid
- WHMIS
- AED Certification considered an asset

POSITION RESPONSIBILITIES

- Responsible, under supervision of Curator/Collections Specialist, for cataloguing objects that have been accepted into the permanent collection according to Chenhall Nomenclature
- Inputting catalogued records into PastPerfect Database
- Troubleshoot collections issues with assistance of Curator/Collections Specialist
- According to museum handling standards, move artifacts for exhibitions and return objects to collections storage that have come off of display
- Responsible, under supervision of Curator/Collections Specialist for assisting with exhibition installation including: mounting, preparation, research, and writing/editing
- Receive admissions and payments within point of sale system
- Assist with all museum summer events
- Provide tours of museum facility
- All other duties as assigned
- Must be returning to school in the Fall

***Successful applicant will be required to attend orientation on Monday, May 27, 2019.**