



## Job Posting

**Position:** Museum Assistant

**Rate of Pay:** \$15/hour

**Hours:** 35 hours/week

**Duration of Employment:** May 25<sup>th</sup> – September 4<sup>th</sup>, 2021 \*\*\* (subject to change)

**Application Deadline:** Friday, March 19<sup>th</sup> (5:00pm)

The Frontenac County Schools Museum is a unique place where Ontario history is both preserved and brought to life. Within its collections are documents and artifacts from a time when many children in Ontario learned to read and write in one-room schools. Today, tours, special events and programs (both in-person and online) give many others a chance to experience Ontario's educational legacy.

The Schools Museum is seeking a Museum Assistant to provide front line costumed interpretation, programming assistance, and marketing support throughout the summer.

The Museum Assistant will:

- Open and close the Museum
- Provide tours/school lessons as a costumed schoolteacher to the general public
- Develop and facilitate drop-in activities and games for visitors, and/or for outreach events
- Develop content for the museum's social media channels, including Facebook, Instagram, Twitter and YouTube
- Work with the Curator, Collections Assistant and museum volunteers to develop short videos for YouTube
- Assist staff and volunteers with program development
- Perform other duties as required (Assisting the Curator and Collections Assistant with artifact moves, general housekeeping, administrative tasks etc.)

The ideal candidate will possess the following skill and/or qualifications:

- Must be eligible for funding under the terms of the Young Canada Works (full-time student returning to studies in the Fall)
- Strong presentation skills in guided tours or providing information to the public.
- Experience working in a front-line customer service role
- Experience and interest in developing content for social media (experience using Canva or other design programs an asset)
- Ability to deal courteously and professionally with staff, volunteers, and members of the public.
- Ability to be self-directed and work independently.
- Ability to speak French considered a strong asset.
- Previous experience making videos/working with video editing software an asset, but not required

As an equal opportunity employer, we strongly encourage women, Indigenous peoples, members of visible minorities and persons with disabilities to apply for employment.

Please submit your resume and cover letter to Liz Watkins at [fcschoolsmuseum@gmail.com](mailto:fcschoolsmuseum@gmail.com). Please include the position you are applying for in the subject line.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

\*\*\* This position is subject through the availability of funding from the Young Canada Works or Canada Summer Jobs grant programs.