

**Summer Student
Historical Interpreter - Curatorial & Programming Assistant (Museum &
Community Centre)
(Job # 2019-004-E)**

Department: Corporate Services
Status: Seasonal (4 month contract)
Date Posted: January 15, 2019
Date Closing: **March 11, 2019, 4:30 p.m.**
Number of Positions: 1
Scheduled Hours/Shifts: 35-40 hours per week
Salary: \$14.46 per hour

Position Purpose:

The Whitchurch-Stouffville Museum & Community Centre is accepting applications for a Curatorial & Programming Assistant. This is a 14-week grant-supported summer position starting on Tuesday, May 14th, 2019. Requires working on weekends (Work week schedule: Tuesday through Saturday, 9:00 am to 5:00 pm). This position assists with all aspects of cataloguing and proper storage of artifacts, as well as preparation of necessary donor forms; assisting with the development of new programs and programming strategies; researching and developing new themes for Discovery Baskets in our interactive room; data entry and inventory of portion of museum's collection; planning & delivery of special events schedule; and research requests. Also greets & tours casual visitors to museum and assists with other administrative/ clerical functions

Qualifications and Requirements:

- Currently enrolled in post-secondary education in History, Education, Fine Arts, Graphic Arts or related field.
- Must be a full-time student aged 16-30 and registered in the YCW candidate inventory accessible on the YCW website as per the Young Canada Works ...in Heritage Organizations program guidelines. Students should be intending to return to full time studies in the fall
- Interested in local history or genealogy, preferably with an understanding of early settlement patterns and 19th-century social history in Ontario
- Strong research, analytical and communication skills with a high level of attention to detail and the ability to work independently on specific tasks
- Computer proficiency with Word; knowledge of FilemakerPro database software is an asset
- Superior customer service and public relations skills
- Experience working with groups of children is an asset
- Successful Vulnerable Sector Screening required

How to apply:

Please forward your resume in confidence by **March 11, 2019 at 4:30 p.m.**, [identifying Job # 2019-004-E in the subject line to hr@townofws.ca.](mailto:hr@townofws.ca)

Committed to diversity and a barrier-free environment: Whitchurch-Stouffville is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

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