



MUSEUM ASSISTANT DIRECTOR CANADA SUMMER JOBS

Positions available: 3

Application deadline: 2022-06-10

Contract length: 8 weeks, 35 hours per week

Expected start/end dates: 2022-07-04 to 2022-08-29

Job type: Full-time, Contract

Salary: \$15.00 per hour

Summary

The Massey Area Museum is looking for two motivated individuals to join our team for the summer in a Museum Assistant Director role. Under the supervision of the Curator, the Museum Assistant Director will be involved in the day-to-day operations of the museum and gain experience in a variety of museum functions including curatorial, collections management, programming, fundraising, and administration.

About Us

The Massey Area Museum is a registered non-profit charitable organization. Our mission is to educate and celebrate the histories of the Township of Sables-Spanish Rivers and Sagamok Anishnawbek through the collection, preservation and interpretation of artifacts and archival materials to increase knowledge and awareness of local heritage up to 1968, the year the museum was founded.

We have 14 gallery spaces, each of which highlights and tells the stories of settlement, daily life, and community building of this part of the province. Themes of the galleries include the earliest Indigenous settlement, exploration and European settlement, the part played by natural resources in our community (lumber, minerals, waterways), agriculture, education, religion, cultural achievement, manufacturing, trade and transportation, business and municipal political development.

Duties and Responsibilities:

- Provide guided tours of the museum galleries to the public
- Catalogue and photograph artifacts, input information into Past Perfect database, and properly house artifacts in storage in accordance with Museum guidelines and professional standards
- Assist with the planning, development and implementation of special events, fundraisers, and children's programming, both virtual and in-person
- Greet guests in a positive and enthusiastic manner, provide excellent customer service
- Assist with gift shop sales, inventory tracking, accepting payments
- Provide accurate information about local communities at the Tourist Information Centre
- Adhere to all health and safety protocols, monitor guest compliance with COVID-19 guidelines
- Assist with housekeeping duties and maintenance of physical plant
- Other duties as required

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Qualifications:

- Education in history, museum studies, Indigenous studies, arts, education, business or related fields preferred
- Knowledgeable about the community and surrounding area, able to provide tourist information regarding local businesses, attractions, and events
- Experience working with the public and in customer service
- Strong organizational and time management skills
- Ability to work independently and as part of a team
- Strong communication, problem solving, and interpersonal skills
- Ability to work a flexible schedule including weekends, holidays and special events as required
- Proficiency in Microsoft Office Suite and other computer applications
- Experience working with collections management software (Past Perfect) an asset
- Bilingualism an asset
- Successful candidates will be required to provide or obtain Vulnerable Sector Police Screening

Position funded through Canada Summer Jobs, all applicants must meet the following criteria:

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment;
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

To Apply

Interested applicants should submit a resume, cover letter, and 3 references to Felicia Dunham, Curator, at info@masseyareamuseum.com, no later than 2pm on Friday June 10, 2022.

Please include "CSJ: Museum Assistant Director" in the subject line. We thank all applicants for their interest, however only those selected for an interview will be contacted.

Note: Position and duties subject to change to comply with provincial guidelines due to COVID-19.