



## **Summer Student Employment Opportunities Available** **Department of Community Services - Moore Museum**

### **PROGRAMS & PROMOTIONS ASSISTANT** **at a rate of \$14.25 per hour**

The position will involve:

- assisting with school programs and events
- assisting in the development of pre- and post-visit school program information
- assisting in the development of artifact exhibits
- surveying on-site visitors for feedback on their visit experience
- enhancing the Museum's social media presence through regular posts

This position is anticipated through funding from the Canada Summer Jobs program therefore all candidates must youth between the ages of 15 and 30 years.

### **COLLECTIONS ASSISTANT** **at a rate of \$14.25 per hour**

The position will involve:

- assisting with a reserve collections development project
- cataloguing of museum artifacts
- creation of a showcase exhibit and writing of newsletter articles.

This position is anticipated through funding from the Department of Canadian Heritage in support of the Government of Canada's Youth Employment Strategy, through the Young Canada Works in Heritage Organizations Program, therefore, all applicants must be full-time students who are 16 to 30 years of age.

Ideal candidates will be post-secondary students in museum studies, history, art or a related field. Required skills include demonstrated research skills, creativity, organizational skills and excellent written English. Experience in a museum setting would be a valuable asset.

Start dates vary so applications should be directed as soon as possible to:

Laurie Mason Moore Museum 519-867-2020 [lmason@stclairtownship.ca](mailto:lmason@stclairtownship.ca)

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of the Municipal Act and will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for employment purposes.

Please note this document is available in alternative formats upon request, to accommodate individuals with a disability beginning with the recruitment process. The Township of St. Clair is committed to providing accommodations for people with disabilities. If you require an accommodation, please contact the Museum and we will make all necessary arrangements to meet your needs.

*Only those candidates selected for an interview will be acknowledged. We thank all candidates for their interest.*