

Job Title: Curatorial Assistant

Duration: May 24, 2018 – September 3, 2018 (15 weeks)

Wage: \$14.50/hour 35 hours per week

Location: Niagara Historical Museum, Niagara-on-the-Lake, Ontario
www.niagarahistorical.museum; 905-468-3912

Send resumes to: aklassen@nhsm.ca

Reporting Duties: Reports to the Managing Director.

Job Purpose: The Curatorial Assistant will develop new exhibits for the Museum's upper gallery and assist with the digitization of the Museum's archival collection.

Primary Responsibilities:

- Identify topics related to Niagara-on-the-Lake's history
- Choose items for the Museum's collection related to key themes
- Research and write text for exhibition
- Mount displays using the Museum's resources, working within a strict budget
- Scan archival documents and upload to collection's database
- Research and write detailed descriptions for items to be placed online
- Assist with answering research requests from the public
- Assist on special event days at the Museum

Secondary Responsibilities:

- Answer the phone at the Museum
- Greet visitors, receive admissions, direct patrons to the Museum, answer questions by visitors
- POS entry of gift shop sales
- Any other duties as required by the position

Interaction with Patrons and Public

- Interact with Museum visitors
- Interact with Museum volunteers

Working Conditions and Environment:

- May be required to attend and assist with special events on evenings and weekends
- May be required to work with some chemicals used for cleaning purposes and accessioning

Knowledge and Skills Required:

- Some University/College experience required- Must be enrolled full time and returning full time in the fall
- Experience with the use of database systems is an asset
- Excellent computer skills
- Excellent interpersonal skills
- Good organizational and managerial skills
- Good research and writing skills
- Experience assisting with special events
- Ability to work independently as well as part of team
- Creativity and leadership skills
- Experience working with an historical collection is an asset
- Education in a History, Museum Studies, arts administration or a public history programme is an asset
- MUST BE REGISTERED WITH YOUNG CANADA WORKS AND MEET THEIR CRITERIA
- The Niagara Historical Society is an equal opportunity employer