

**Job Title:** Exhibition & Digitization Assistant

**Duration:** May 25, 2017 – September 4, 2017 (15 weeks)

**Wage:** \$13.50/hour 35 hours per week

**Location:** Niagara Historical Museum, Niagara-on-the-Lake, Ontario  
[www.niagarahistorical.museum](http://www.niagarahistorical.museum); 905-468-3912

**Send resumes to:** [aklassen@nhsm.ca](mailto:aklassen@nhsm.ca)

**Reporting Duties:** Reports to the Managing Director.

**Job Purpose:** The Exhibition & Digitization 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