

Curatorial Assistant

The Niagara Historical Society & Museum (NHSM) is a team of staff and volunteers which passionately collects, preserves, researches, educates and promotes the history of Niagara-on-the-Lake and its communities. We inspire an appreciation of local history through engaging programs and exhibitions.

Duration: May 26 – August 29, 2019 (14 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

Deadline: March 29, 2019

Reporting Duties: Reports to the Acting 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. The candidate will also complete other curatorial duties as identified by the Acting Curator.

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
- Assist with special events at the Museum
- 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

Program Assistant

The Niagara Historical Society & Museum (NHSM) is a team of staff and volunteers which passionately collects, preserves, researches, educates and promotes the history of Niagara-on-the-Lake and its communities. We inspire an appreciation of local history through engaging programs and exhibitions.

Duration: May 28 – August 31, 2019 (14 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

Deadline: March 29, 2019

Reporting Duties: Reports to the Acting Managing Director.

Job Purpose: The Program Assistant will organize and coordinate the summer programming at the Museum, assist with the development and delivery of the summer camp, take part in marketing activities and social media, and assist with planning for a major fundraiser.

Primary Responsibilities:

- Manage schedule of volunteer walking tour guides for our weekly walking tours
- Meet tours in local park on Saturday & Sunday mornings (greet participants and take payment)
- Track number of participants for all programs
- Assist on event days for all programs including monthly lecture series, August Heritage Festival, and offsite community events
- Assist with marketing of exhibitions and events including writing press releases, producing & distributing marketing materials and doing social media outreach
- Assist senior staff in the delivery of our children's summer camp (2 weeks)
- Assist with plans and marketing for Canadian Snowbirds event

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
- Pass on research requests and other questions to Managing Director of the Society
- 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

Knowledge and Skills Required:

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