



Museum Assistant position

Two positions available:

9 Week contract – May 21-July 22

9 week contract – June 25-Aug 26

\$10.85 – 11.85 per hour based on experience

Mandatory Requirements:

Secondary or Post-Secondary student, returning to school full time in September

Age limit: 30

Available for the full 9-week commitment

30 hrs/week - includes all weekends (mandatory)

Skills needed:

Preference will be given to students in Museum Studies, Education, or Art & Design Studies

A strong and enthusiastic interest in demonstrating the importance of museums and the of history

- Strong computer skills. Experience with PowerPoint, iMovie, social media and/or graphic design are an asset.
- Ability to work independently in an environment with distractions, and as part of a team.
- Problem solving, creative thinking and flexibility.

Job Description:

The student will work under the direct supervision of the Curator

- Reception – greet and engage with museum visitors, and process gift shop sales
- Assist with research, development and presentation of several multimedia projects
- Museum outreach through Website; Facebook; Twitter and articles
- Provide support for Special Events
- Museum administrative tasks such as accessioning; light cleaning and other tasks as assigned.

Skill Development:

Successful candidates will:

- Work in a supportive environment that allows and encourages personal growth
- Gain practical experience and training in the areas of education in a museum setting, public program development and co-ordination, museum administration and historical research.
- Learn about all aspects of visitor/hospitality services
- Refine and develop public speaking skills and presentation techniques.
- Work with an enthusiastic and professional staff.

Contact:

Lori Treloar, Curator

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Closing date: May 12, 2017