



**Employment Opportunity**  
**Museum Assistant (Part-Time), Community Services Department**  
**Temporary Part-Time – November 2024 to December 2025**

Rate: \$20 per hour (14 hours per week, schedules may vary)

Reporting to the Curator and Recreation and Culture Coordinator, the Museum Assistant's primary goals are to develop tourism and marketing initiatives and run programming for the Scugog Shores Museum Village. These aims will support the museum's local history interpretation and assist in further developing heritage awareness for the Scugog Shores Museum Village and Archives in the Township of Scugog.

The responsibilities of this position are as follows:

- Provide interpretive tours of the Village to the public
- Delivering educational and public programming
- Assist the Curator with special event set-up and operation
- Assist the Curator with tourism initiatives
- Assist the Curator with developing and delivering heritage programming
- Design marketing campaigns for the Scugog Shores Museum Village
- Coordinate and monitor programming volunteers
- Provide superior customer service skills
- Understand and adhere to the Township of Scugog policies and procedures
- Be available to work evenings and weekends as required
- Perform other related duties as assigned.

**QUALIFICATIONS AND SKILLS:**

- At least 6 months experience working in a museum or gallery setting and be able to work with minimal supervision
- A graduate of history, communications, or museum / gallery studies at the college or university level
- Experience working with children and youth
- Experience developing and evaluating marketing campaigns
- Experience or interest in audience development
- Strong customer service skills
- Computer literacy (MS Word, Excel, Outlook, PastPerfect etc.)
- Hold current standard first aid and CPR certification
- Valid 'G' Driver License and access to a vehicle
- Be available to work on various shifts: days, evenings and weekends
- Canadian citizen or entitled to work in Canada.

**The successful candidate must provide, prior to commencing employment:**

1. A satisfactory and current (within the last 90 days) Criminal Reference Check (CPIC)

Please submit a cover letter and resume outlining current experience, background and education. The application must be received in writing to the Human Resources Department, no later than 4:30 p.m. on **Monday, October 21, 2024**. Replies should be addressed Valerie Ratchford, Human Resources at [resumes@scugog.ca](mailto:resumes@scugog.ca).

**The Township of Scugog is an equal opportunity employer. In addition, accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA), please contact Human Resources.**

We thank all applicants and advise that only those selected for an interview will be contacted. Personal information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection of Privacy Act.