

The Carstairs Heritage Centre is a local history museum containing multiple exhibit spaces including an art gallery, historic church, original homestead building, and an accredited Visitor Information Centre. We are seeking two individuals for the position of Museum Assistant for the summer employment term (May to August).

Overview

- 16-week employment period- 35 hours/week (5 days a week for 7 hours a day), weekend work required
- \$17.00/hour
- Start date: 13 May 2019 (negotiable)
- Museum Summer Hours:
 - May: Monday to Friday 10am to 4pm
 - June/July/August: Monday to Saturday 10am to 4pm, Sunday 12pm to 4pm

Tasks and Responsibilities

- **Assisting Museum Guests & Travellers:** this includes offering tours to visitors and answering questions about local history. We serve the community including adults, seniors, children, and travellers. As we are a visitor information centre this can also include offering travel advice, directions, assisting guests in booking excursions, etc. Training in offering travel guidance will be provided.
- **Research & Exhibit Development:** research on objects in the collection and/or curatorial research as requested.
- **Collections Management:** Assist with database management, photo-documentation, accessioning, condition reporting, re-housing, programming, collection research, digitization. Maintain and clean existing exhibits and displays as needed.
- **Facility Maintenance & Groundskeeping:** Light groundskeeping duties such as watering the historic gardens, painting fences, and maintaining the general order of the museum and site will be required.
- **Public Programming & Events:** assist in planning, organizing, and running events and/or programs that the museum takes part in over the summer.

Qualifications

- Must have been enrolled in full-time post secondary studies in the previous year with the intent to return to full time studies in upcoming the Fall semester (proof of enrolment required).
- Excellent customer service skills and the ability to interact with visitors in a variety of settings.
- Detail oriented and highly organized.
- Strong communication skills and work ethic.
- Ability to follow verbal and written instructions and to work independently and as part of a team.
- Pursuing post-secondary education in history, museum studies, art history, curatorial studies, public history, heritage management, or a related field.
- Ability to work in a variety of conditions including but not limited to: sitting, standing, giving tours, gardening outdoors, climbing stairs/ladders, and the ability to lift up to 20lbs.
- Experience volunteering or working in the museum field will be considered an asset.

Please submit a Resume and Cover Letter to info@carstairsmuseum.ca before Friday, March 15th 2019. The Carstairs Heritage Centre is an equal opportunity employer.