

## 'Assistant Curator' Candidate Profile

- We are looking for senior high school or college students with a high measure of scholastic achievements at their current school levels. Students with a keen interest in local history would be preferable, but not necessary. Willingness to work with the public and a willingness to learn are most important.
- The Cloyne and District Historical Society is an equal-opportunity employer and encourages applications from women, aboriginal persons, persons with limited disabilities (but able to handle the physical demands of the job) and visible minorities to apply.
- We would be happy to welcome anyone from Canada's job equity groups. However, the reality of the local situation is that there are few people in our very small community - in school or elsewhere - who would fit these categories.
- Computer skills in databases, spreadsheets, word processing, photo enhancing, Filemaker, Adobe, Excel, Nisus/Word, Photoshop - areas which will help in the understanding of information management in their future. The level of computer skills which most students have is acceptable. Our operation is Apple computer based, which all of our former employees have been able to learn easily and smoothly.
- Attention to detail, motivation, initiative, organization, reliability and dependability are all preferred, as is the skill of interacting with people of all ages.
- Good communication skills, both oral and written.
- Ability to exercise discretion and confidentiality.
- Access to their own transportation.
- Interest in photography, media and books is an asset.
- He/she will be able to work independently and should have the ability to locate, gather and organize information.
- It is our hope that he/she shall be part of Canada's rural minority.
- References will be required and followed up on.

## Job Poster

- Job title - 'Assistant Curator'
- Hours - 10:am to 4:pm, 6 days a week
- Start/finish date - June 20 to September 7, 2020; approximately 11 weeks.
- Salary is \$15.00/hr.
- There would be a minimum of 36 hours per week.

In general, the job requires that the student:

- Be legally entitled to work in Canada and meet criteria set out by Museums Canada.
- Not have another full-time job (over 30 hours a week) while employed by the Historical Society.
- Must have been a full-time student (as defined by their educational institutions) in the semester preceding their summer job and be returning to an educational institution.
- Help operate our museum for the summer months.
- Have the ability to communicate well with visitors, with excellent verbal and writing skills.
- Be trustworthy and punctual.
- Be computer literate.
- Be willing to commit to the full duration of the work assignment.
- Priority will be given to candidates who have not previously participated in the YCW summer work experience programme.

- The deadline is May 15. Applications can be mailed to Cloyne and District Historical Society, Box 228, Cloyne, ON. K0H 1K0 or emailed to <[pioneer@mazinaw.on.ca](mailto:pioneer@mazinaw.on.ca)>.

#### Tasks:

- Assist visitor's queries regarding genealogical/family history and archival research.
- Enter information into digital databases.
- Sell publications and souvenirs from the museum.
- Greet and guide visitors in the Cloyne Pioneer Museum and Archive.
- Enjoy working with the public and have the ability to work independently.
- Tally, balance and secure cash received from donations and product sales.
- Keep statistics on numbers of visitors, donations and products sold.
- Keep a daily personal report of work completed.
- Museum housekeeping and daily tasks as required.
- Write and file information about artifacts donated to the museum.
- Improve business, personal and archival skills while acquiring practical knowledge in how to preserve and promote our cultural heritage.

#### Description of Tasks

Generally we will be asking the students to:

- Be the guides and custodians of our community archive and museum by interacting and engaging with visitors and the public, thus maintaining a curatorial presence within the museum for both information to visitors and security.
- Be aware at all times of the security of the artifacts, the Archive, its equipment, the building and the security system.
  - Keep track of the availability of the archival storage materials needed to properly store our archives in a safe environment.
  - Keep the storage room organized and workable.
- Engage in the day to day operational aspects of running our community museum and archive (a business) through a variety of duties. These include opening and closing, handling the monies from sales and donations, recording visitor statistics, cleaning and dusting, looking after general small maintenance items.
  - Keep a daily log of their activities.
- Be responsible for managing their own time, managing multiple tasks and accounting for them.
- Learn the intricacies of collections management, processing, provenance and registration of newly donated artifacts and their inclusion in our databases.
  - Maintain collections records through photographing, scanning, recording, cataloguing, digitizing and storing documents and artifacts in proper archival storage/document boxes and/or databases.
  - Assess the items to be archived/catalogued and entering their provenance into our databases. We use scanning software, word processors, spreadsheets and our database programme is Filemaker Pro. This process will be a good introduction for the student into proper collections management procedures.
- Learn and practise proper cleaning and storage of artifacts.
- Deal with the oral histories we have accumulated by transcribing them. This might also include researching and creating storage for the oral histories, such as incorporation into the website, the Filemaker databases and/or galleries of photos.
- Provide assistance to their supervisor in developing educational and outreach programmes.

- Provide assistance in completing inventory, setting up and developing our exhibition area including the display of photographs.
- Work toward accomplishing the specific objectives of the Society and the Workplan, thus becoming a welcome ambassador of our museum.
- Brainstorm new ideas for keeping the website, Flickr and Facebook current and interesting for the benefit of visitors, both in person and on-line.