

Summer Student Curatorial & Programming Assistant (Museum) (Job # 2025-008-IE)

Department:	Community Services - Museum
Status:	Full Time, Temporary
Date Posted:	January 2, 2025
Date Closing:	January 31, 2025, 4:00 p.m.
Number of Positions:	1
Scheduled Hours/Shifts:	35 hours per week, including weekends
Salary:	\$18.49 - \$20.79 per hour

Why Stouffville?

Working for the Town of Stouffville means being a part of one of HRD Canada's Best Places to Work. Here, we foster a sense of belonging as a tightknit workforce. The Town is dedicated to supporting employees by offering competitive wages, opportunity to participate in OMERS pension plan, complementary gym membership and access to our employee discount program.

Those joining the Heritage, Events & Theatre Operations team will work with a team of dedicated professionals in their field. This opportunity will allow you to learn about the different aspects of the work that we do at the Museum. Work on developing new and exciting programs at the Museum.

We are committed to being an equal opportunity employer, supportive of an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

Position Purpose:

The Whitchurch-Stouffville Museum & Community Centre is accepting applications for a Curatorial & Programming Assistant. This is a grant-supported summer position from May 20 – August 30, 2025. Requires working on weekends (Work week schedule: Tuesday through Saturday, 9:00 am to 5:00 pm. Some flexibility is needed for specific events & programs that occur outside regularly scheduled hours. This position assists with all aspects of cataloguing and proper storage of artifacts, as well as preparation of necessary donor forms; assisting with the development of new programs and programming strategies. The position includes data entry, collections management, the inventorying of a portion of Museum's collection, assisting with the planning & delivery of events and programs, and assisting with research requests. Duties also include greeting visitors, providing tours, working with volunteers and some administrative support.

Qualifications and Requirements:

- Currently enrolled in post-secondary education in History, Education, Fine Arts, Graphic Arts or related field.
- Must be a full-time student aged 16-30 and registered in the YCW candidate inventory accessible on the YCW website as per the Young Canada Works.in Heritage Organizations program guidelines. Students must intend to return to full time studies in the Fall
- Interested in local history, genealogy, public history or a related area
- Strong research, analytical and communication skills with a high level of attention to detail and the ability to work independently on specific tasks
- Computer proficiency with Word; knowledge of FilemakerPro database software or similar is an asset
- Superior customer service and public relations skills
- Experience with public speaking, providing tours, and working with children an asset
- Successful Vulnerable Sector Screening required

How to apply:

Please forward your resume in confidence by **January 31, 2025 at 4:00 p.m.**, identifying **Job # 2025-008-IE** in the subject line to hr@townofws.ca.

Please save your resume in PDF version and save the document in the following format: *Full name, Position Title*.

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.