



Museum Assistant (Youth Position) (Young Canada Works)

Museum Assistant (Youth Position)

The Museum Assistant will have the unique opportunity through this placement to participate in the completion of collections tasks, including conservation and registration work, providing valuable hands-on experience with museum objects. They will assist with the research and installation of site exhibits, the rotation and maintenance of heritage building exhibits, as well as providing activities on-site that promote visitors' understanding of the Village as a museum and the work that goes into collections and exhibit work.

This is a student position. Must be eligible under the terms and conditions of the Young Canada Works employment program and registered in the candidate database.
(See <https://young-canada-works.canada.ca/>)

Must be between the ages of 18 and 30; have been a full-time student (as defined by their educational institution) in the semester preceding the position's term and intend to return to full-time studies in the semester following the position's term.

Candidates must be legally entitled to work in Canada and cannot have another full-time job (over 30 hours a week) during the Young Canada Works (YCW) work assignment.

Term: Full-time Seasonal, Weekends

Salary: \$16.80

Reporting to: Collection Coordinator

Hours/Days of Work:

Mid-May to End of August

5 days a week, typically 9:00 am - 4:30 pm

Weekend work may be required

Duties and Responsibilities:

Curatorial Responsibilities

Research, conservation and cataloguing of museum artifacts;
Completing registration paperwork for museum artifacts, including data entry into PastPerfect database;
Assisting with curatorial research and exhibition projects;
Assisting with upgrades to site exhibits as well as the preventative conservation and maintenance of site buildings and displays.



Cross Departmental Responsibilities

Ability to work in both an independent and team environment;
Maintain a high level of customer service and awareness of onsite safety procedures
Provide visitor orientation services as needed.
Interpret to visitors through the implementation of an approved plan of daily demonstrations and activities for public programming that promote visitors' understanding of the Village as a museum and the work that goes into collections and exhibit work.
Interpret to visitors through demonstrations and discussion.
Complete assigned special tasks that relate to area of interpretation as assigned.

General Responsibilities

Support Fanshawe Pioneer Village customer service initiatives;
Ensure the safety of visitors and staff and protect the site's resources;
Assist with building cleaning and site duties;
Adhere to and assist with the implementation of Covid-19 safety precautions.
Other duties as assigned.

Qualifications:

Enrolled in/or graduate of history or museum studies program, or related discipline.
Prior experience in a museum or living history setting an asset.
Proficiency in the Microsoft Office Suite and with databases (Access, PastPerfect).
Able to work both independently as well as in a team setting.
Solid critical thinking, research, and communication skills.
Cash handling experience an asset.
Excellent communication, problem solving, and interpersonal skills.
Excellent customer service skills and strong organizational abilities.
Ability to work both independently and in a team environment.
Perform physical tasks associated with the position.
Ability to work weekends and holidays.
Ability to wear historical costumes and adhere to guidelines with respect to jewelry, make-up and other forms of personal adornment required.
Knowledge of 19th century Canadian and south-western Ontario history and/or heritage crafts or trades an asset.
Fluency in French an asset.
Must have own transportation (No public transportation available to site.)
Must be able to provide a Criminal Record and Judicial Matters Check
*** • Must be eligible under the terms and conditions of the Young Canada Works employment program and registered in the candidate database. (See www.youngcanadaworks.gc.ca)

PLEASE NOTE:

Public transportation to the site is unavailable.



Accommodation will be provided in all parts of the hiring process as required under the Accessibility for Ontarians with Disabilities Act (AODA), Integrated Accessibility Standards. Applicants need to make their needs known in advance. The London & Middlesex Heritage Museum is an equal opportunity employer.

If you are interested in this position please apply online at:

<https://young-canada-works.canada.ca/>

Only Candidates who have applied through the Young Canada Works Website will be considered.

Fanshawe Pioneer Village thanks all those who apply, but only those applicants selected for interview will be contacted.

Application Deadline: April 30th , 2024

Contact:

Matthew Weickert, Collections Coordinator

Fanshawe Pioneer Village

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