Niagara-on-the-Lake Museum Job Postings: Summer 2020

The Niagara-on-the-Lake Museum, owned and operated by the Niagara Historical Society, is a team of staff and volunteers which passionately collects, preserves, researches, educates and promotes the history of Niagara-on-the-Lake and its communities. We inspire an appreciation of local history through engaging programs and exhibitions.

Niagara-on-the-Lake:
Niagara-on-the-Lake is in the heart of Niagara’s wine, heritage and tourism industry. The town was the first capital of Upper Canada and Fort George was a critical military fortification during the War of 1812. In 1813, the town was captured by American forces, held for 7 months and burned by the occupational army. For information on the community, visit www.notl.org or www.niagaraonthelake.com.

Job Title: Curatorial Assistant
Duration: May 24 – August 29, 2020 (14 weeks)
Wage: $15/hour, 35 hours per week
Location: Niagara Historical Museum, Niagara-on-the-Lake, Ontario
www.nhsm.ca | 905-468-3912
Send resumes with cover letter to: aklassen@nhsm.ca by March 4, 2020

Reporting Duties: Reports to the Managing Director.

Job Purpose: The Curatorial Assistant will develop a system for and begin packing the collection to move it temporarily offsite, assist with the digitization of the Museum’s archival collection and develop new exhibits for the Museum’s upper gallery. The candidate will also complete other curatorial duties as identified by the Acting Curator.

Primary Responsibilities:

- Develop system for packing artefacts
- Check inventory of storage shelves and monitor location changes of artefacts
- Prepare artefacts for moving offsite – build boxes, pack in foam and tissue, etc
- Maintain documented progress of packing project to ensure that staff and volunteers can complete the project at the end of contract
- Complete condition reports on items packed
- Identify topics related to Niagara-on-the-Lake’s history and choose items for the Museum’s collection related to key themes
- Research and write text for exhibition
- Mount displays using the Museum’s resources, working within a strict budget
- Scan archival documents and upload to collection’s database
- Research and write detailed descriptions for items to be placed online
- Create social media content based on research and interesting artefacts found
- Assist with answering research requests from the public
- Assist on special event days at the Museum
Secondary Responsibilities:

- Answer the phone at the Museum
- Greet visitors, receive admissions, direct patrons to the Museum, answer questions by visitors
- POS entry of gift shop sales
- Assist with special events at the Museum
- Any other duties as required by the position

Interaction with Patrons and Public

- Interact with Museum visitors
- Interact with Museum volunteers

Working Conditions and Environment:

- May be required to attend and assist with special events on evenings and weekends
- May be required to work with some chemicals used for cleaning purposes and accessioning

Knowledge and Skills Required:

- Some University/College experience required- Must be enrolled full time and returning full time in the fall
- Experience with the use of database systems is an asset
- Excellent computer skills
- Excellent interpersonal skills
- Good organizational and project management skills
- Good research and writing skills
- Experience assisting with special events is an asset
- Ability to work independently as well as part of team
- Creativity and leadership skills
- Experience working with an historical collection is an asset
- Education in a History, Museum Studies, arts administration or a public history program is an asset
- MUST BE REGISTERED WITH YOUNG CANADA WORKS AND MEET THEIR CRITERIA
- The Niagara-on-the-Lake Museum is an equal opportunity employer
Job Title: Program Assistant
Duration: May 24 – August 29, 2020 (14 weeks)
Wage: $15.00/hour 35 hours per week
Location: Niagara-on-the-Lake Museum, Niagara-on-the-Lake, Ontario
www.nhsm.ca | 905-468-3912
Send resumes with cover letter to: aklassen@nhsm.ca by March 4, 2020

Reporting Duties: Reports to the Acting Managing Director.

Job Purpose: The Program Assistant will organize and coordinate the summer programming at the Museum, assist with the development and delivery of the summer camp, take part in marketing activities and social media, and assist with planning for a major fundraiser.

Primary Responsibilities:
• Meet tours in local park on Saturday & Sunday mornings (greet participants and take payment)
• Track number of participants for all programs
• Assist on event days for all programs including monthly lecture series, August Heritage Festival, and offsite community events
• Assist in the development of displays and programming for “The Tiny Museum”
• Assist with marketing of exhibitions and events including writing press releases, producing & distributing marketing materials and doing social media outreach
• Assist senior staff in the delivery of our children’s summer camp (2 weeks)
• Assist with plans and marketing for Niagara Polo event

Secondary Responsibilities:
• Answer the phone at the Museum
• Greet visitors, receive admissions, direct patrons to the Museum, answer questions by visitors
• POS entry of gift shop sales
• Pass on research requests and other questions to Managing Director of the Society
• Any other duties as required by the position

Interaction with Patrons and Public
• Interact with Museum visitors
• Interact with Museum volunteers

Working Conditions and Environment:
• May be required to attend and assist with special events on evenings and weekends
• May be required to work with some chemicals used for cleaning purposes
Knowledge and Skills Required:

• Some University/College experience required- Must be enrolled full time and returning full time in the fall
• Excellent computer skills
• Excellent interpersonal skills
• Good organizational and managerial skills
• Good writing skills
• Experience working with children
• Experience assisting with special events
• First Aid training is an asset
• Creativity and leadership skills
• Experience working with an historical collection is an asset
• Ability to work independently as well as part of team
• Education in and Event Management or Public Relations Program is an asset
• Education in a History, Museum Studies or arts administration program is an asset
• MUST BE REGISTERED WITH YOUNG CANADA WORKS AND MEET THEIR CRITERIA
• The Niagara Historical Society is an equal opportunity employer