



Billy Bishop Museum

SUMMER EMPLOYMENT OPPORTUNITY

BILLY BISHOP MUSEUM, A NATIONAL HISTORIC SITE

MUSEUM ASSISTANT (35 hours/wk)

\$14.25hr/16 weeks (Dependent on grants - grant restrictions apply)

The Museum Assistants positions will assist in developing and implementing exhibits/displays, events and education materials. They will welcome visitors and provide tours and help catalogue artefacts.

For more information, please visit our facebook page: www.facebook.com/BillyBishopHomeMuseum

The successful candidates will have completed at least one year of a post secondary degree and will be going back to school in History, Cultural Studies, Museum Studies or Education; directly related experience will be an asset. The individuals should be able to work with the public, volunteers and be computer literate.

To be eligible, students must:

- be between 16 and 30 years of age at the start of the employment;
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act³; and,
- be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.
- be willing to commit to the full duration of the work assignment;
- not have another full-time job (over 30 hours a week) while employed with YCW
- be registered in the YCW online candidate inventory (www.youngcanadaworks.ca)

We are an equal opportunity employer. We like to thank all who have applied for these positions but only those who have been selected for an interview will be contacted.

Those interested in applying for these positions should forward a complete resume with cover letter to the address listed below no later than **5:00 pm Monday, March 29, 2021.**

Hiring Committee

Billy Bishop Museum

948 3rd Avenue West

Owen Sound, Ontario

N4K 4P6

Or email info@billybishop.org

Job Description:

Position Title: Museum Assistant

Reports to: Director & Chief Curator

Location: Billy Bishop Museum, a National Historic Site, Owen Sound, Ontario

Position Summary:

The Museum Assistant will assist in developing and implementing exhibits/displays, events and education materials. They will welcome visitors, provide tours and help catalogue artefacts. A work plan for each year is created to give specific objectives and tasks for this position.

Responsibilities:

1. To assist in the preparation of new exhibits and education programs
2. To assist in maintaining and enhancing permanent exhibits and interactive stations.
3. To assist in the registration and securing of old and new artefacts.
4. To assist staff with public requests and research for the Museum.
5. To professionally represent the Museum by welcoming visitors, taking admission, providing information on current displays and events, and assisting visitors in the gift shop over the phone, virtually or in person dependent.
6. To help enrich the lives of school age children and other groups by providing educational tours and education materials via zoom, in person or to take home.
7. To create and implement weekly programs and/or workshops for children and adults
8. To organize, market and implement Victorian Teas
9. To assist volunteers with the Victorian Gardens
10. To assist staff with projects.
11. Other duties as required.

Commitment: 35 hours a week for 16 weeks Wage: \$ 14.25 hr

Duration: Monday, May 3, 2021 to Saturday, August 20, 2021

Qualifications:

1. Successfully completed at least one year of post secondary degree in History, Cultural, Museum Studies, Education or related studies.
2. Good communication, research and organizational skills.
3. Good public relations and community outreach skills.
4. Proficient in MS Word, Publisher, Excel, Power Point, and social media.
5. Use of PastPerfect or other database programs in an asset
6. Past retail and/or inventory experience would be an asset

Training:

Employee will receive training and orientation on the Museum collection, policies and procedures regarding the operation of the Museum, and any projects assigned to them. The employee will attend weekly meetings with their supervisor, bi-weekly staff meetings, and will have daily contact with his/her supervisor. They will have the opportunity to learn related Museum jobs from their immediate supervisor.

Benefits

1. Ability to enjoy local history.
2. To experience work related jobs within the Museum and research field.
3. Working with others in a job setting.
4. To gain experience and job skills for future employment.
5. Opportunity for creative independence

Characteristics of City/Region, taken from our municipalities' website:

The City of Owen Sound is a smooth blend of urban and natural attractions. Clear blue water, relaxing beaches and a bright sky are set against lush green valleys and rugged limestone cliffs. Hidden delights—sparkling streams and waterfalls, secret gardens of exotic ferns and rare orchids along inviting trails—are all close to the urban conveniences and amenities of a thriving Ontario city.

Owen Sound is “The Hub” of the Grey-Bruce region, the cultural centre of a beautiful nature-based travel destination.

A proud part of Grey County, Owen Sound and its surrounding communities of Chatsworth, Georgian Bluffs and Meaford are worth exploring. It is an easy day-trip from the Golden Horseshoe, the Hwy 401 corridor and the United States.

City of Owen Sound has a population of 22,000 surrounded by rural areas. The closest city with a population of more than 100,000 is two hours away.

Websites to learn more about our area and the events in the area:

City of Owen Sound www.city.owen-sound.on.ca

Grey County www.greycounty.on.ca

Georgian Bluffs www.georgianbluffs.on.ca

Meaford www.meaford.ca