

Museum Summer Administrative Assistant
Community Services/Peterborough Museum & Archives
File #19-T-36

Job Details

Provide visitor services for the Peterborough Museum & Archives (Museum). Participate in planning, developing and delivering projects for the Museum, including visitor experience, children's camps, volunteer support, and special events. Other projects will include exhibitions, and social media promotions.

Qualifications

The successful candidate will possess:

- Previous experience in a heritage, cultural or natural setting;
- Post-secondary education or equivalent in a field related to education, tourism, interpretation, culture, heritage or other humanities;
- Excellent written and verbal communication skills;
- Proven planning and organizational skills;
- An ability to work well with the public;
- An ability to work independently;
- Proven willingness to respect health, safety and security issues in the workplace;
- Possess confidence and sensitivity: comfortable with children, youth and adults;
- As a condition of hire, candidates must provide a criminal record clearance with vulnerable sector check prior to the start of employment.
- Access to own vehicle would be considered an asset.

The Museum Summer Administration Assistant must be available to work full time, including weekends, from **May 13, 2019 to August 30, 2019**, with occasional evenings.

To be an eligible candidate, as stipulated by the granting agency, Canada Summer Jobs, the applicant must be a Canadian citizen, legally entitled to work in Canada, and be between the ages of 16 and 30. **Position is subject to grant funding approval.**

Salary

\$16.44/hour

Application Information

Qualified applicants are invited to an [online application](#) no later than 12:00 p.m. on **Friday, March 29, 2019** via our online application system at www.peterborough.ca/jobs.

The City of Peterborough is an organization that strives to embrace the spirit of inclusion, diversity, equity and accessibility. We are an equal opportunity employer committed to building an inclusive and barrier-free environment in which all individuals have access to the City's goods, services and facilities. If contacted for an employment opportunity, please advise Human Resources if you require an accommodation.

The personal information submitted for employment is collected under the Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment. We thank you for your application, but advise that only those selected for an interview will be contacted.

www.peterborough.ca/jobs