

**Museum Summer Programming Assistant**  
**Community Services/Peterborough Museum & Archives**  
File #19-T-37

### Job Details

Provide program support for the Peterborough Museum & Archives (Museum). Participate in the planning, development and delivery of the Museum's summer programs, including children's camps, youth volunteer program, family events and festivals. Other projects will include visitor experience and services, 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 with a team;
- 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 Programming 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, Young Canada Works in Heritage Institutions, the applicant must be a Canadian citizen or have refugee status, legally entitled to work in Canada, be between the ages of 16 and 30, and be registered as a full time student, intending to return to studies in the Fall of 2019. **Position is subject to grant funding approval.** Applicants will be required to register with the Young Canada Works online candidate inventory (<https://young-canada-works.canada.ca/Account/Login>).

### 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](http://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.