



## The Municipality of Bayham

is seeking (3) qualified persons for the position of

### Museum Attendant (Student)

*Applicants must currently be a post-secondary student and must be returning to school in September. Rate of pay is \$14.00/hour - 35 hrs./week (weekend & holiday hours, required May 14 – September 2/19).*

#### **Tasks & Responsibilities**

Under the direct supervision of the Deputy Clerk or designate with regard to the operation of the Port Burwell Marine Museum and Historic Lighthouse, 20 Pitt St and 17 Robinson St, Port Burwell, students will be assigned to a particular location for the purpose of responding to visitors including assistance with the following:

- Acting as a museum tour and travel guide/summer program coordinator
- Operation of assigned site to include museum curatorial assistance, development and organization of displays, researching historical artifacts, welcome & registration/tracking of visitors, collection of donations and admission fees etc., light daily housekeeping and grounds maintenance, building security during operating hours
- Assist with collection, artifact/document cataloguing and data entry
- Assisting with and providing support regarding promotion, advertising and preparation for Canada Day and other various special events within the Municipality of Bayham

#### **Education & Qualifications**

- Post-secondary education related to culture, education, history, science and/or tourism and recreation
- Experience in museum related work an asset (i.e. cataloguing, exhibits and displays)
- Demonstrable strengths in research, writing and photography
- Experience in handling cash
- Pleasant and outgoing with excellent communication skills, customer relations skills and experience working with volunteers and public of all ages, including working with children

- Must possess strong computer skills in Microsoft Word & Excel
- Ability to work with minimum supervision and work independently, as well as, in a team setting
- Standard First Aid and CPR training an asset
- Reliable transportation is required
- Provision of a police records search if requested
- Must be able to attend mandatory Student Orientation Training on Tuesday, May 14, 2019

To apply, deliver a detailed Cover Letter and Resume by 4:30 pm on Thursday, March 28, 2019 to:

Margaret Underhill  
Deputy Clerk/Planning Coordinator  
Municipality of Bayham  
P.O. Box 160, 56169 Heritage Line  
Straffordville, ON N0J 1Y0

E-mail address: [munderhill@bayham.on.ca](mailto:munderhill@bayham.on.ca)

The Municipality of Bayham is an Equal Opportunity Employer.

If you require accommodation at any time throughout the employment activities process, please contact us at: 519-866-5521, [accessibility@bayham.on.ca](mailto:accessibility@bayham.on.ca) or by visiting [www.bayham.on.ca](http://www.bayham.on.ca) and we will make every effort to provide appropriate assistance pursuant to the Municipality of Bayham "Employment Activities Accommodation Policy."

Personal information collected in response to this notice will be managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act, and will be used only to determine eligibility for employment.

We thank all candidates who apply, but advise that only those selected for an interview will be contacted.