



Museum Summer Students Curatorial Assistants

Job Posting #2019-11

The City of Niagara Falls is looking for summer students to work at our Museum(s) as Curatorial Assistants.

Responsibilities:

- Present information about our sites at three different museums.
- Provide an excellent visitor experience.
- Assist with database management, photo-documentation, accessioning, condition reporting, re-housing, programming, collection research, digitization, video editing, transcription work, exhibition support, public art inventory and special events.

Qualifications:

- Enrolled in full-time studies for the semester preceding the upcoming summer and returning to full-time post-secondary studies in the following September (Proof of enrolment required).
- Post-secondary education in a related field and/or prior experience working in a museum setting will be considered an asset.
- Highly organized, detail-oriented with strong communication skills.
- Ability to follow simple written and oral instructions and work with minimal supervision as well as part of a team.
- Experience with museum software applications will be considered an asset
- Excellent customer service skills

Work Schedule and Rate of Pay:

- 35 hours per week including evenings and weekends
- \$16.40 per hour

To apply, please submit your cover letter and resume through the City's website www.niagarafalls.ca (select the 'Careers and Employment' icon) by 4:30 p.m. on **Friday, February 22, 2019.**

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and the *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment, selection and interview process. Personal information is collected under the authority of The *Municipal Act* and will only be used to determine suitability for this position. We thank all applicants for their interest, but only those advancing through the selection process will be contacted.