



# Museum Summer Student Culture & Museums Assistant

## Job Posting #2019-12

The City of Niagara Falls is looking for a summer student to work at our Museum(s) as Culture & Museums Student. The Culture & Museums student will assist with museum and cultural activities that enhance the quality of living in the City of Niagara Falls for its' residents.

### **Responsibilities:**

- Assist with planning of events, research and service delivery as required.
- Assist with the logistics, marketing and delivery of several museum, Farmers' Market & cultural events (Niagara Falls Night of Art, @ the Museum Thursday Night and others).
- Assist with local and regional marketing initiatives.
- Speak to stakeholders about events and activities.
- Assist in the administration and reporting from stakeholder meetings.
- Coordinate the Niagara Falls Night of Art with Museum staff. This involves communicating with local artists, vendors and other providers to ensure that budgets, timelines and other considerations are met.
- Development and distribution of collateral material for 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 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.
- Excellent computer skills.
- Excellent customer service skills.

### **Work Schedule and Rate of Pay:**

- 35 hours per week including evenings and weekends
  - \$16.40 per hour
- This position is subject to funding approval.*

To apply, please submit your cover letter and resume through the City's website [www.niagarafalls.ca](http://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.