



# **JOB POSTING #30-19CCS ELGIN COUNTY MUSEUM MUSEUM ASSISTANT, SUMMER STUDENT**

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**Posting Date:** February 1, 2019

The Elgin County Museum, a department of the County of Elgin, has a contract position available for a Museum Assistant, Summer Student. The program, made possible by financial assistance from the Government of Canada through the Young Canada Works in Heritage Institutions Program, as well as the County of Elgin, entails the following:

**Responsibilities:** Research into artifacts and related materials to support upcoming exhibits;  
Online marketing support;  
Addition of records to the Museum's database;  
Reception and programming support.

**Qualifications:** The successful candidate will be enrolled in post-secondary education in museum studies, Canadian history or related discipline. Excellent customer service and communication skills are essential. Familiarity with database management systems, scanning and previous experience in an archival setting are definite assets. Must be between 15-30 years of age and returning to school in Fall 2019 to meet funding approval.

**Hours:** 8:30am – 4:30pm (Monday to Friday, and/or Saturdays)

**Salary:** \$16.00 per hour

**Effective:** May 6, 2019 to August 30, 2019 (approximate)  
\*subject to funding approval\*

**Location:** County Administration Building - 450 Sunset Drive, St. Thomas, ON

**Application Deadline:** **Friday, February 22, 2019 at 4:30pm**

To be considered, please send your resume including cover letter (in **one** PDF or Word document) to: [jobs@elgin.ca](mailto:jobs@elgin.ca). Job posting # must be indicated in the subject line. Incorrect information may result in withdrawal of your application. Confirmation will be sent upon receipt of your email application.

Personal information for this position is collected under the authority of the Municipal Act, S.O. 2001, as amended. Only those applicants selected for an interview will be contacted. The County of Elgin is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.