

White City Museum

2024 Museum Assistant (Summer Student)

Location:	White City	Hours of work:	Variable (3 to 6 hours/week)
Duration of position:	May 21 to August 15	Museum Contact:	Milayna Goruick
Salary:	\$20 - \$22 hourly	Location:	White City

This position is a free-lance position consisting of 3-6 hours a week. Some weekend work may be required. Successful candidate will invoice the museum at the end of each month and be responsible for self-reporting income as required by Canada revenue. Compensation will be commensurate upon experience.

The Position:

Reporting to the Museum Board Chair, this student position will be responsible for:

- Organizing and updating the museum artifact collection, including placement of artifacts in display areas.
- Creating written and oral presentations for students and adults about the history and culture of White City
- Develop interactive activities for school children's tours and programming.
- Coordinate museum activities for events presented in conjunction with the Town of White City, including volunteer coordination, equipment, and supplies.
- Assist with museum programming.
- Responsible for the opening/closing of the Museum facility and ensuring the museum building clean, tidy, professional in appearance and safe for visitors and volunteers.
- Beine a positive ambassador for the Museum and provide a high quality of customer service to our visitors and volunteers .
- Aspects of this position may be eligible for "work from home".

Requirements:

- Candidates will have excellent written and verbal English skills.
- Excellent interpersonal skills, a demonstrated ability to think and work independently as well as part of a team.
- Candidate should have familiarity with computers and Microsoft Office
- A demonstrated interest in history and community involvement would be an asset.
- Candidate must possess a reliable vehicle and valid driver's license, as well as their own means of communication.
- The successful candidate will be required to provide a police record check and vulnerable sector check before hiring.
- Preference will be given to university students enrolled in Education, History or Geography and Environmental Studies.

Applications will remain open until April 18, 2024

Email resume and cover letter to: whitecitymuseum.sk@gmail.com