



JOB POSTING

COMMUNITY PROGRAMMING ASSISTANT (SUMMER STUDENT) BROCKVILLE MUSEUM

The Brockville Museum seeks a Community Programming Assistant (Summer Student) to deliver historical walking tours and outreach activities at the Museum at 5 Henry Street, Brockville and at various sites around Brockville, and to perform other museum duties as required. The position runs from May 16th to September 4th, for 35 hours per week at \$15.50/hour. This position includes significant evening and weekend work.

Under the supervision of the Interpretation and Public Program Coordinator, the Community Programming Assistant will promote and deliver a regular schedule of historically-themed walking tours around Brockville's Downtown, host pop-up exhibit displays at local businesses and events, and deliver hand-on family programming at the museum. The Community Programming Assistant will also perform other museum duties as required, including greeting visitors.

The ideal candidate must demonstrate a genuine interest in history, willingness to learn, and strong communication skills in English. Comfort and experience dynamically presenting to large groups as well as one-on-one are essential. Analytical research and writing skills are also expected. A mature, professional, and positive attitude are essential. Candidate must demonstrate sound critical thinking and problem solving abilities, as well as diplomacy and tact. Conversational French skills will be considered an asset. Candidate should also demonstrate flexibility and be willing to learn and follow a set of standards. Must be willing to commit to regular and frequent evening and weekend work. Preference will be given to a post-secondary student, but qualifying high school students will be considered. Must meet Young Canada Works eligibility criteria.

Please note: Must be currently enrolled in post-secondary studies and meet Young Canada Works eligibility criteria.

The personal information submitted is collected under the authority of The Municipal Act and is protected under the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only. The municipality is an equal opportunity employer following the rules and regulations set out by the Human Rights Code and the Integrated Accessibility Standard Regulation. For applicants with a disability, accommodations are available upon request in the recruitment process should you be selected to participate.

Interested and qualified candidates should submit your cover letter and resume marked "Community Programming Assistant (Summer Student) – Brockville Museum" on/before 4:00 p.m. on April 18, 2023 to:

Human Resources Department
City Hall, P.O. Box 5000
1 King Street West
Brockville, Ontario
K6V 7A5

email: hr@brockville.com

The City of Brockville wishes to thank all applicants and advises that only those chosen for interviews will be contacted.