



FRONTENAC COUNTY SCHOOLS MUSEUM

Position: Museum Assistant

Rate of Pay: \$16.55/hour

Hours: 35 hours/week

Duration of Employment: 14 May – 31 August 2024

Application Deadline: Friday, 8 March 2024 (5:00pm)

The Frontenac County Schools Museum is a unique place where Ontario history is both preserved and brought to life. Within its collections are documents and artifacts from a time when many children in Ontario learned to read and write in one-room schools. Today, tours, special events and programs (both in-person and online) give many others a chance to experience Ontario's educational legacy.

The Schools Museum is seeking a Museum Assistant to provide front line costumed interpretation, programming assistance, and marketing support throughout the summer. The Museum Assistant will:

- Open and close the Museum
- Provide interpretation of the one-room school and 19th Century rural life to the general public
- Assist the Museum Manager & Curator with the development of programs and activities (online or in-person) for visitors, utilizing the Museum's collection as a resource
- Develop and facilitate drop-in activities and games for visitors, and/or for outreach events
- Design graphics and artwork for social media posts, in-house activities, and print media for the Museum (posters, brochures, etc.)
- Work with the Museum Manager & Curator, Collections Assistant and Museum volunteers to develop short videos for YouTube
- Assist staff and volunteers with program development
- Assist in occasional outreach events
- Perform other duties as required (Assisting the Museum Manager & Curator and Collections Assistant with artifact moves, general housekeeping, administrative tasks etc.)

414 Regent St, Kingston (Barriefield), ON K7K 5R1
info@fcsmuseum.com 613-544-9113

The ideal candidate will possess the following skill and/or qualifications:

- Must be eligible for funding under the terms of the Canada Summer Jobs and Young Canada Works (full-time student returning to studies in the Fall)
- Demonstrates an interest in local history and museums
- Excellent written and oral communication skills with extreme attention to detail
- Strong oral presentation skills
- Experience working in a front-line customer service role
- Experience and interest in developing content for social media (experience using Canva or other design programs an asset)
- Ability to deal courteously and professionally with staff, volunteers, and members of the public.
- Ability to be self-directed and work independently.
- Must be available to work weekends (Saturdays)
- Basic computer skills: email, Microsoft Office, design experience (Adobe, Canva) is considered an asset
- Ability to speak French considered a strong asset.
- Experience and interest in using social media (Instagram and Facebook, YouTube) is an asset
- Previous experience making videos/working with video editing software an asset, but not required

As an equal opportunity employer, we strongly encourage women, Indigenous peoples, members of visible minorities and persons with disabilities to apply for employment.

Please submit your resume and cover letter by 5:00PM on Friday 8 March 2024 to Mathew Thivierge at curator@fcsmuseum.com Please include the position you are applying for in the subject line.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

*** This position is subject to the availability of funding from the Young Canada Works or Canada Summer Jobs grant programs.