



THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

JOB TITLE: Museum Collections Assistant	CLASSIFICATION: Student/Co-op
DEPARTMENT: Community Services	SALARY LEVEL: \$16.00/hr
LOCATION: King Heritage & Cultural Centre, 2920 King Road, King City	

JOB PROFILE:

Function:

Reporting to the Heritage and Cultural Centre Supervisor, this position will assist with a variety of tasks at the King Township Heritage and Cultural Centre, including digitizing archival records, assisting with museum exhibitions as well as conducting research.

Reports to:

- Heritage and Cultural Centre Supervisor

Supervision Responsibilities:

- None.

Duties and Responsibilities:

- Greeting visitors at the King Heritage & Cultural Centre.
- Sharing the history of King Township through interpretation, tours, and written documents.
- Assisting with work in the King Township Museum Collection.
- Conducting research on artifacts, archives, and the history of King Township.
- Digitizing and scanning archival records.
- Working as a team with the staff and volunteers at the King Heritage & Cultural Centre.
- Assisting with museum exhibitions.
- Assisting museum staff with other related tasks.

Education/Experience:

- Strong written and verbal communication skills.
- Excellent customer service skills.

- Highly organized and efficient.
- Friendly, enthusiastic, and positive.
- Experience with Microsoft Suite Applications.
- Experience in education, historical research, or event management an asset.
- Experience working in both a team environment as well as independently.

Conditions of Employment:

This position is contingent upon funding from the Canada Summer Jobs program.

Eligible applicants must:

- Be between 15 and 30 years of age at the start of employment.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment.

Period of Employment:

*****Please note that the offering of summer programs and start date for these positions are subject to the provincial government's pandemic mandates.*****

Anticipated: May 2021 – September 2021 (12 weeks)

Application Process:

To apply for this position please email a copy of your resume to hr@king.ca by May 21, 2021. When submitting your application, please clearly specify the position you are applying to.

Department Head: _____

Date Approved: _____

Supervisor (if applicable): _____

Date Approved: _____

Incumbent: _____

Date Signed: _____

Museum Collections Assistant (student)
Township of King
May 2021