



## THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

<b>JOB TITLE:</b> Museum Program Assistant	<b>CLASSIFICATION:</b> Student/Co-op
<b>DEPARTMENT:</b> Community Services	<b>SALARY LEVEL:</b> \$16.00/hr
<b>LOCATION:</b> 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 sharing the history of the Township through tours, interpretation, and written documents, assisting with cultural events, and conducting programs for youth, adults, and seniors.

#### 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.
- Reviewing all King Township Museum education programs and ensuring they are updated to meet current curriculum standards.
- Conducting programs for youth, adults, and seniors.
- Working as a team with the staff and volunteers at the King Heritage & Cultural Centre.
- Assisting with Summer Camp programs at the King Heritage & Cultural Centre including "Heritage Heroes" museum camp.
- Assisting with cultural events.
- 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](mailto:hr@king.ca) by May 21, 2021. When submitting your application, please clearly specify the position you are applying to.

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Department Head: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Supervisor (if applicable): \_\_\_\_\_

Date Approved: \_\_\_\_\_

Incumbent: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Museum Collections Assistant (student)  
Township of King  
May 2021