



*Making Life better in King*

## THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

**JOB TITLE:** Exhibition Assistant  
- Sports Hall of Fame

**CLASSIFICATION:** Seasonal Contract  
(June – August 2024)

**DEPARTMENT:** Community Services

**SALARY LEVEL:** \$16.55/Hour

**LOCATION:** King Heritage and Cultural Centre

### **JOB PROFILE:**

#### **Function:**

Reporting to the Heritage & Cultural Supervisor the Collections Assistant – Sports Hall of Fame will work with King Heritage Cultural Centre (KHCC) staff to curate a new and exciting Sports Hall of Fame project in King Township. Working closely with the Collection & Exhibition Coordinator the Collections Assistant – Sports Hall of Fame will be responsible for writing, curating, and preparing a new exhibit for installation in the new Township Wide Recreation Centre, opening Fall 2024. Duties will include panel and label writing, identifying, and photographing artifacts and preparing exhibit materials for installation.

#### **Reports to:**

- Heritage and Cultural Centre Supervisor

#### **Supervision Responsibilities:**

- None

#### **Duties and Responsibilities:**

##### **General:**

- Assist staff with the day-to-day operations of the King Heritage & Cultural Centre including greeting visitors, answering the phone, responding to visitor inquiries, and providing site tours.
- Respond to inquiries from parents/guardians, participants, and the public.
- Deal courteously and effectively with the general public, staff, and other departments.
- Model and practice HIGH FIVE – Principles of Healthy Childhood Development (Participation, Play, Mastery, Friends, and Caring Adult)
- Working as a team with the staff and volunteers at the King Heritage & Cultural Centre.
- Assisting museum staff with other related tasks.
- Performs other duties as assigned, in accordance with Township objectives.

**Exhibitions:**

- Develop, create, and prepare the King Township Sports Hall of Fame exhibition for installation including:
  - Using existing research files, write and develop interpretive panels and exhibition labels for the King Township Sports Hall of Fame
  - Curate and prepare artifacts for installation.
- Identify future opportunities for the Hall, including programming and public consultation
- Assist staff in creating plans for a future digital presence for the Hall.
- Assisting with work in the King Township Artifact Collection
- Assisting with work in the King Township Archives Collection

**Education/Experience:**

- Post-secondary education in Archives, Museum Studies, or a related field of study.
- Proven knowledge and/or interest in athletics and sports/sports history.
- Experience in historical research, including knowledge of research methods and resources.
- Experience in a museum setting an asset.
- Experience in working with digital cameras and scanners.
- Experience reading cursive writing.
- Strong written and verbal communication skills.
- Excellent customer service skills.
- Highly organized and efficient.
- Friendly, enthusiastic, and positive.
- Experience with Microsoft Suite Applications.
- Experience working in both a team environment as well as independently.

**Conditions of Employment:**

- This position is contingent upon funding from the Young Canada Works program. Eligible applicants must:
  - are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status are not eligible);
  - are legally entitled to work in Canada;
  - are between 16 and 30 years of age at the start of employment;
  - are willing to commit to the full duration of the work assignment;
  - will not have another full-time job (over 30 hours a week) while employed with the program;
  - are unemployed or underemployed;
  - are a college or university graduate; and
  - are not receiving Employment Insurance (EI) benefits while employed with the program.
- Hours of work will be between 8:30AM- 4:30PM, Monday to Friday.