

EXTERNAL POSTING

THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE Requires MUSEUM ATTENDANT/ARCHIVIST (Summer Student Position)

The Municipality of Arran-Elderslie is located in Bruce County Ontario, close to many major tourist destinations with two Villages, one Town and in a rural setting, the Municipality offers the appeal of both small town and country living for our residents. People have found that the communities that make up Arran-Elderslie are great places to raise their families and retire.

Reporting to the Manager of Facilities, Parks & Recreation the Museum Attendant/Archivist will work with the museum team and the public to deliver museum tours, assisting with educational programs and other duties around the museum. It will also include archiving pre/post amalgamation documents at the Arran-Elderslie Municipal office. This position will include but is not limited to:

- Greeting and assisting visitors.
- Assist with artifact and archive cataloguing and inventory.
- Conduct and document research for patrons. Use the internet and in-house resources to compile research when necessary.
- Must be returning to school.
- Other duties as assigned.

Knowledge, Skills & Experience

- Minimum sixteen (16) years of age
- Currently enrolled in a secondary education or college/university program.
- Valid Class G driver's license is an asset
- Ability to work independently and have an interest in history
- Familiar with WHMIS regulations, Occupational Health and Safety Act
- Possess Criminal Reference Check with results satisfactory to the Municipality of Arran-Elderslie.

A complete job description is available on request.

The Municipality of Arran-Elderslie offers competitive wages based on qualifications and experience. Qualified applicants are invited to submit a cover letter and resume by mail, delivery service or email, no later than 4:00 pm on **Thursday March 8, 2018** to:

Katrina Eke, Program Coordinator
Municipality of Arran-Elderslie
1925 Bruce Road 10, Chesley, Ontario, N0H 1L0
519.363.3039 x 117
programs@arran-elderslie.ca



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The Municipality of Arran-Elderslie is an Equal Opportunity Employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the Municipality of Arran-Elderslie will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the Municipality of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. We thank all persons who apply, but advise that acknowledgement will only be forwarded to applicants invited to an interview. All personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act. Thank you.

