

**Museum Assistant (4 positions)**  
**Full-time, Seasonal**  
**Start date: May 15th, 2023**  
**End date: September 4th, 2023**  
**Salary: \$16.50/hour**  
**Location: 910 Monaghan Rd. and**  
**2077 Ashburnham Dr. Peterborough, ON**



**Summary:**

With our new museum being completed on the shores of Little Lake in Peterborough, Ontario, our dream to operate a museum that acts as a community hub and public access point to the water is being realized. The Canadian Canoe Museum is looking for four (4) **Museum Assistants** to help us at this very exciting time.

Museum Assistants will be handling artifacts, working in our Collections Management Database, installing exhibits and artifacts, and preparing public spaces to open to visitors. Working closely with the Associate Curator, students will assist in many different areas of the Museum, moving artifacts, library and archive into the new museum.

**Successful candidates will:**

- Have excellent written and oral communication skills.
- Be comfortable working with the public of all ages.
- Possess a strong interest in leadership skills development.
- Have completed or be working on a post-secondary degree or diploma in the following fields of study: Heritage Interpretation, Canadian Studies, History, Museum Studies, Indigenous Studies, Anthropology, Environmental Sciences, Education, Tourism or a related field.
- Have a working knowledge of Canadian history, and an appreciation of Canada's cultural diversity.
- Have strong customer service background, preferably with retail experience.
- Fluency in English is essential; fluency in French or knowledge of an Indigenous language is considered an asset.
- Be able to safely lift at least 30lbs.
- Candidates are required to have basic computer skills, and experience working with a database is an asset.
- Be eligible for [Young Canada Works](#) funding.

Training in artifact handling, visitor services, exhibition and collections tasks will be provided; however, existing interest in history, museums, hands-on skills, and/or art are considered an asset.

The Canadian Canoe Museum is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Submit your cover letter and resume (by email only) by April 14th to:

Beth Stanley  
Associate Curator  
The Canadian Canoe Museum  
[beth.stanley@canoemuseum.ca](mailto:beth.stanley@canoemuseum.ca)