

Visitor Services/Collections (4 positions)
Full-time, Seasonal
Start date: May 1st, 2024
End date: September 2nd, 2024
Salary: \$17.55/hour
Location: 2077 Ashburnham Dr. Ptbo, ON



JIIIMAAN KINOMAAGEWIN
THE CANADIAN CANOE MUSEUM
LE MUSÉE CANADIEN DU CANOT

Summary:

With our new museum opening 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 Visitor Services/Collections staff to help us at this very exciting time.

Visitor Services/Collections staff will be greeting visitors and executing transactions at the Admissions Desk and in the Gift Store. They will be handling and cleaning artifacts and working in our Collections Management Database. Working closely with the Associate Curator, students will assist in many areas of the Museum, including the artifact collection, library and archives. Training in artifact handling, collections database and visitor services will be provided; however, existing interest in history and museums is considered an asset. Proficiency in French or knowledge of an Indigenous language is also an asset.

Successful candidates will:

- Have excellent written and oral communication skills.
- Be comfortable working with the public of all ages.
- 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 this country's history and an appreciation of its cultural diversity.
- Have a strong customer service background or retail experience.
- Fluency in English is essential; fluency in French or knowledge of an Indigenous language is considered an asset.
- Candidates are required to have basic computer skills, using an iPad, switching between multiple apps, using a point of sale system and database.
- Be able to safely lift at least 30lbs.
- Be eligible for [Young Canada Works](#) funding.

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 March 28th to:

Beth Stanley
Associate Curator
The Canadian Canoe Museum
beth.stanley@canoemuseum.ca