

Job Opportunity



Who We Are:

Clarington Library, Museums & Archives (CLMA) is a cornerstone of the community, partnering with other organizations to enhance cultural, educational and economic well-being. As an active connector for social interaction, learning and dialogue, CLMA fosters an accessible and welcoming environment. CLMA is a significant resource that is widely recognized and supported in the community as an innovative and progressive organization in a knowledge and information-based economy.



Our Team:

Collaboration and innovation are at the heart of everything we do. Our team values open communication, mutual respect, and a shared commitment to excellence. Creativity is encouraged, and diverse perspectives are celebrated to foster an environment of inclusivity and continuous improvement. We prioritize professional development, providing regular opportunities for training and skill development. With a culture that encourages both individual autonomy and collective teamwork, you'll contribute to projects and initiatives that make a positive impact on the local community.



Our Values:

- Curiosity & Ideas
- Preservation
- Innovation
- Intellectual freedom
- Community
- Respect
- Accountability



Your Opportunity:

Reporting to the Curator and Heritage Services Manager, the Museum Summer Experience Assistant will be responsible for assisting Museum and Archives staff with delivering museum experiences during the summer season and assisting with providing informative guided tours of the museum sites and exhibits to individuals and groups. The Museum Summer Experience Assistant will also assist in the general maintenance of museum sites which may include some physical lifting. This position requires an energetic and innovative individual who is interested in museums, heritage conservation or exhibit installation.



Working Conditions:

Salary Range:	\$17.00 per hour
Status:	Temporary Full-Time Contract
Duration:	June 3 to August 23, 2024
Schedule:	Average of 35 hours per week, including evenings and weekends
Work Location:	System-wide
Vacancy:	One (1)
Note:	This position is contingent upon federal funding approval.



Essential Qualifications:

- Currently enrolled in an accredited post-secondary program in museum studies, history or related field.
- Knowledge and experience in the museum field is an asset.
- Knowledge of Ontario and Canadian history.
- Knowledge of local history is an asset.
- Demonstrated working knowledge of technological applications including Internet, electronic databases and data management systems, social media, standard MS Office suite.
- Demonstrated knowledge and experience in the oral presentation of programs for all ages.
- Demonstrated knowledge of museum resources and how to search for information.
- Excellent interpersonal, communication, and presentation skills.
- Strong customer service orientation.
- Ability to balance effectively multiple responsibilities and priorities.
- Ability to work independently and collaboratively in a rapidly changing team environment.
- Valid Ontario Motor Vehicle Operator's "G" License and the use of a motor vehicle.
- A satisfactory Standard Criminal Record Check (CPIC) is required prior to commencement of employment.
- To meet the requirements of the Young Canada Works internship grant candidates must be:
 - a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent resident status are not eligible);
 - legally entitled to work in Canada (have a valid social insurance number);
 - between 16 and 30 years of age inclusively at the start of employment;
 - registered as a high school, college, CEGEP or university student.



Application:

Clarington Library, Museums, and Archives values diversity, equity, and inclusion within its community and workplace. We welcome applications from individuals of diverse backgrounds. Please submit your cover letter and resume in Word or PDF format by **Friday, April 26th, 2024** to the following confidential email address: resumes@cplma.ca quoting the job title and file number **2024-CLMA01NAF**. Successful applicants will be asked to submit their interest in the position through Young Canada Works.

We thank all applicants for their interest; however, only those under consideration will be contacted. Personal Information is collected in accordance with the Municipal Freedom of Information and Protection of Personal Privacy Act and will only be used for candidate selection.

We are pleased to accommodate individual needs in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*, throughout our recruitment process. If you require accommodation at any time, please contact Human Resources.