



The Municipality of Bayham

is seeking three (3) qualified students for the position of

Museum Attendant/Records Assistant

Two Positions are available for students currently enrolled in a post-secondary institution returning to full-time studies in September. Rate of pay is \$17.20 per hour - 35 hrs. per week (weekend & holiday hours required) starting May 12/25 through to Labour Day, September 1/25.

One Position is available for a student currently enrolled in a secondary institution, or a post-secondary institution or within six months of graduation and have reached the minimum age of 15 years upon commencement of employment. Rate of pay is \$17.20 per hour – 35 hrs. per week (weekend & holiday hours required) starting June 23/25 through to August 15/25.

Proof of student enrolment must be provided, must be a resident of Ontario, and must be eligible to work in Canada with a Social Insurance Number (SIN).

*** Positions are subject to funding approval.*

Tasks & Responsibilities

Under the direct supervision of the Museum Curator and Planning Coordinator/Deputy Clerk or designate with regard to the operation of the Port Burwell Marine Museum, 20 Pitt Street Port Burwell, students will be on staff for the purpose of responding to visitors including assistance with the following:

- Act as a museum tour and travel guide/summer program coordinator
- Operation of assigned site to include museum curatorial assistance, development and organization of displays, researching historical artifacts, welcome & registration/tracking of visitors, collection of donations and admission fees etc., light daily housekeeping and grounds maintenance, building security during operating hours
- Assist with collection artifact/document cataloguing and data entry
- Assist with the records management and preservation of historical documents at the Museum and/or the Municipal Office
- Assist with and providing support regarding promotion, advertising and preparation for Canada Day and other various special events within the Municipality of Bayham

Education & Qualifications

- Secondary and/or Post-secondary education related to culture, education, history, science and/or tourism and recreation an asset
- Experience in museum related work an asset (i.e. cataloguing, exhibits and displays)
- Demonstrable strengths in research, writing and photography
- Excellent communication skills, customer relations skills and experience working with volunteers and public of all ages, including working with children
- Must possess strong computer skills in Microsoft Word & Excel

- Experience in handling cash and assembling deposits
- Ability to work with minimum supervision and work independently, as well as, in a team setting
- Standard First Aid and CPR training an asset
- Reliable transportation is required
- Provision of a police records search, if requested
- Must be able to attend mandatory Student Orientation Training on Monday, May 12, 2025.

To apply, please deliver a detailed Resume with Cover Letter by no later than **12:00 Noon on Friday, April 11, 2025** in person or by email to:

Margaret Underhill
Planning Coordinator/Deputy Clerk
Municipality of Bayham
P.O. Box 160, 56169 Heritage Line
Straffordville, ON N0J 1Y0
E: munderhill@bayham.on.ca
W: www.bayham.on.ca

The Municipality of Bayham is an Equal Opportunity Employer.

If you require accommodation at any time throughout the employment activities process, please contact us at: 519-866-5521, accessibility@bayham.on.ca or by visiting www.bayham.on.ca and we will make every effort to provide appropriate assistance pursuant to the Municipality of Bayham "Employment Activities Accommodation Policy."

Personal information collected in response to this notice will be managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act, and will be used only to determine eligibility for employment.

We thank all candidates who apply, but advise that only those selected for an interview will be contacted.