



100 John West Way
Box 1000
Aurora, Ontario
L4G 6J1
Phone: 905-727-3123
www.aurora.ca

TOWN OF AURORA

EMPLOYMENT OPPORTUNITIES

Division of Human Resources

Assistant, Museum Permanent, Part-Time, Approx. 20 hours/week \$28.03 to \$34.40 per hour

Reporting to the Curator, the Assistant, Museum will be responsible for supporting the daily operations of the Aurora Museum & Archives. This role will provide assistance to the Curator and the Collections and Exhibitions Coordinator through research, exhibit development and outreach initiatives and will support the care of collections. The incumbent will provide tours to the public, excellent customer service and respond to inquiries.

To be considered for this position, you will hold a degree or diploma in Museum Management, Museum Studies, History, Public History or a related field and have at least one (1) year of related work experience within a museum, preferably in a municipal setting. You will have technical knowledge of museological practices, including research, exhibit design, collections care, and programming and an understanding and interest in museum and curatorial sciences, conservation, historic and pre-historic archaeology, 19th and 20th century material culture and history, specifically Upper Canada social history. Familiarity with Aurora's history is an asset. You will have the ability to deal courteously and effectively with staff, volunteers, museum visitors, the general public and external agencies, projecting a positive image to the public at all times. Proficiency with MS Office Suite and familiarity with museum cataloguing databases (experience with PastPerfect an asset), specialized museum equipment and proper storage practices are required. You must have availability to work evenings or weekends, as may be required.

Police Criminal Record Check Requirements

Successful applicants to this position will be required to provide a Police Criminal Record Check that is satisfactory to the Town prior to their start date.

If you are interested in joining our dedicated team of municipal professionals, please forward your resume to: Human Resources, Town of Aurora, 100 John West Way, Box 1000, Aurora, Ontario, L4G 6J1 or email to: hr@aurora.ca by **May 21, 2019** quoting reference number **19-27**.

The Town of Aurora is an equal opportunity employer that is committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicants requiring accommodation are asked to contact Human Resources. Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Manager of Human Resources at 905-727-3123.