



## EMPLOYMENT OPPORTUNITY

### **Uxbridge Historical Centre – Community Museum Technician, contract**

The Uxbridge Historical Centre (Uxbridge-Scott Museum & Archives) is seeking to hire a Community Museum Technician to perform a wide variety of functions related to the display, maintenance, cleaning, and conservation of the museum's artifacts, heritage buildings and its surrounding grounds and assist with the installation and deinstallation of exhibitions.

The Community Museum Technician will participate in staff meetings, health and safety initiatives and other training opportunities. Specific responsibilities include assisting with artifact storage and conservation, monitoring temperatures and humidity in buildings, general cleaning, assembling/disassembling display cases, assisting with exhibition installation and deinstallation, and performing daily inspections of the museum grounds to identify hazards and/or deficiencies.

#### **Responsibilities**

- Maintain floors by sweeping, mopping, washing, vacuuming, and replenish supplies; collect and dispose of waste
- Maintain grounds, clean and clear outside approaches to building; Remove and bag dead leaves, branches, shrubs and debris.
- Perform daily inspections of artifacts on exhibition
- Work collaboratively with summer students to reorient and reinterpret Hillson Shed artifacts
- Install and deinstall exhibitions, including but not limited to: painting, display case assembly, and artifact mounting and hanging
- Visually inspect all buildings within the museum site, note deficiencies and prepare weekly reports

#### **Qualifications**

- Interest in museums, heritage conservation, or exhibition installation
- Knowledge of building technology, general carpentry, painting, or maintenance skills
- Strong oral communication skills
- Ability to work well independently or part of a team
- Flexibility and willingness to adapt to changing priorities
- Experience working with volunteers is an asset
- Knowledge of early Ontario history and Uxbridge Township history is considered an asset.
- Ability to work flexible hours, including evenings and weekends, as required

This is an 8 – 12 week contract position starting in June, pending funding approval. The rate of pay is \$15.75 per hour; based on 35 hours per week. Candidates must meet all requirements of Canada Summer Jobs program.

If you are interested in joining our team, please forward your resume and cover letter describing your experience and qualifications to [museum@uxbridge.ca](mailto:museum@uxbridge.ca) by **May 19, 2023 at 4:00 p.m.** Please identify *Interpretive Guide - Museum Application* in the subject heading.



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

*This position is subject to providing proof of full vaccination against COVID-19 in alignment with the Township Policy September 23, 2021, COVID-19 Vaccination Policy. Successful candidates will be required to be fully vaccinated with a Health Canada or the World Health Organization approved COVID-19 vaccine series with the final dose at least 14 days prior to your start date. The Township will consider cases requiring accommodation as stipulated by relevant employment standards legislation or regulation and/or the Ontario Human Rights Code.*

*We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The Township of Uxbridge will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.*