



# Billy Bishop Museum

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948 3<sup>rd</sup> Avenue West, Owen Sound N4K 4P6  
519-371-0031 [www.billybishopmuseum.org](http://www.billybishopmuseum.org)

Billy Bishop Museum is currently seeking two enthusiastic and hard-working individuals to join our team as Assistant Museum Curators through the Canada Summer Jobs program. This is a multifaceted opportunity for those with an interest in history and sustainability and who hope to gain quality experience in a museum environment.

Billy Bishop Museum engages our community by connecting local stories to the Canadian war experience and broader currents of global history, this includes the legacy of Air Marshal William Avery “Billy” Bishop VC, CB, DSO & Bar, MC, DFC, ED. Through the lens of the historic Victorian home of the Bishop family, the Museum shares the story of the people of Owen Sound.

## Job description:

The position is split into two main tasks. The first main task is focused on veterans’ programs. 2026 marks the 26th year of Honouring Our Local Veterans, a flagship program at the Billy Bishop Museum. The position will include conducting research into veterans, including personal interviews, and to create plaques that are presented during the ceremony. The second task is the care of the Heritage Gardens and the Pollinator Habitat on the Museum’s ground. This will include watering, weeding, removal of old plants, and planting new plants.

## Eligibility:

To be eligible for Canada Summer Jobs, you must:

- be between 15 and 30 years old at the start of their summer job
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the job **and**
- be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
  - This includes having a valid Social Insurance Number at the start of their summer job

#### Key Areas of Responsibility:

- Assist with researching and creating plaques for the annual Honouring Our Local Veterans program, including conducting interviews with veterans
- Create, market, and run three children's activities, known as "Fly by Saturdays," based on a subject of their choice
- Create a "Bringing the Museum to You" activity to bring collection items and archival material to a local retirement community
- Care and general maintenance of the heritage gardens and the Pollinator Habitat, which features 36 indigenous species
- Lead educational programs on the importance of sustainability using the Pollinator Habitat as example
- Assist with the cataloging, documenting, photographing, and storage of collection items from the Museum's Permanent Collection

#### Qualifications:

- Proficient in Microsoft Office and on computers
- Good oral and written communication skills
- Initiative and reliability
- Time management
- Proven interest in history, especially local military history
- Experience in gardening is an asset but not essential

The Billy Bishop Museum is an equal opportunity employer, and we welcome applications from all who are interested.

We would like to thank all who have applied for these positions but only those who have been selected for an interview will be contacted. Those interested in applying should email a PDF of their complete resume with cover letter to Morgan Woodhouse at [mwoodhouse@billybishop.org](mailto:mwoodhouse@billybishop.org) no later than 11:59pm on May 22, 2026.