

**SUMMER EMPLOYMENT OPPORTUNITY**

**BILLY BISHOP MUSEUM, ARCHIVES AND NATIONAL HISTORIC SITE**

Museum Educator and Program Assistant (35 hours/wk)

\$15.00/hr/16 weeks (Dependent on grants - grant restrictions apply)

**Program stream:**

Canada Summer Jobs

**Job title:**

Museum Educator and Program Assistant (4 positions available)

**Organization name:**

Billy Bishop Museum, A National Historic Site

**Job location:**

Owen Sound, ON

**Length of assignment:**

2022-05-02 - 2022-08-26

**Hourly wage:**

\$15.00

Reporting to the Director & Chief Curator the Museum Educator and Program Assistant is responsible for the Museum's front of house and guided tours. They will be programming educational activities for the public as well as running tours of the Museum and its exhibits. This role will be heading up the Museum's community outreach and conducting walking tours around Owen Sound. These include our very popular Ghost Walks and Military Heritage Trails. The summer is a very busy and fun time; applicants should be outgoing and comfortable speaking in public.

**Qualification**

- Background in education, events, programming, theatre and retail are all an asset
- Ability to multi-task
- Experience with summer camps and children
- Public speaking
- Positive and outgoing nature
- Interest in local history
- Responsible and independent
- Experience with POS and cash handling, gift shop sales and strong customer service skills

This position also requires the collections assistant to utilize social media to update on progress of project.

To be eligible, students must:

- be between 16 and 30 years of age at the start of the employment;
- have been registered as full-time students in the previous academic year;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act3; and,
- be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.
- be willing to commit to the full duration of the work assignment;

We are an equal opportunity employer. We 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 for these positions should forward a complete resume with cover letter to [info@billybishop.org](mailto:info@billybishop.org) with the position title as the subject no later than **5:00 pm Friday, March 25, 2022.**

## Position Title: Museum Educator and Program Assistant

### Responsibilities:

The Museum Educator(s) will be responsible for opening and closing the Museum as well as front of house duties. This is an outreach position that allows the youth to engage with the community in many different ways. They will give tours of the Museum and historic walking tours of Owen Sound as well as develop and deliver our very popular Ghost Walks. They will assist in interviewing Veterans for our annual Honouring Our Local Veterans exhibit and program. This is very valuable for our Museum, our community, and our heritage.

- Create the photographic, artefact, text, and related data for our social media, and digital content for outreach kits.

- Organize, market, and deliver a one-week summer camp and alternative take-home camp kits. Youth will be called upon to demonstrate a variety of skills throughout the various stages of research, development, and hands-on activities and contactless versions of this program.

- Incorporate "edutainment" in the form of a plausible fictional character to be 'performed' during tours and special events as a playful means to engage Museum visitors and allow them to connect to what life was like when Billy Bishop lived in his boyhood home from 1894 to 1911, crate videos and original

- Organize, market and implement Victorian Teas and Luncheons, once in June, twice in July and twice in August.

- Continue to foster excellent working relationships with meaningful outreach with local and locally operating, tour groups and tourism associations by providing all necessary media, marketing, and programming materials as needed. Computer skills and social media literacy required.

- Maintain the Museum's social networking accounts and generate new ideas to help increase the Museum's presence; incorporate their informational videos on the Museum's YouTube channel.

- Assist in photographing exhibits, events, and other activities to be used within the Museum for documentation and promotion. This may also include a video component.

### Training:

Employee will receive training and orientation on the Museum collection, policies and procedures regarding the operation of the Museum, and any projects assigned to them. The employee will attend weekly meetings with their supervisor, bi-weekly staff meetings, and will have daily contact with his/ her supervisor. They will have the opportunity to learn related Museum jobs from their immediate supervisor.

### Benefits

1. Ability to enjoy local history.
2. To experience work related jobs within the Museum and research field.
3. Working with others in a job setting.
4. To gain experience and job skills for future employment.
5. Creative independence welcome, new ideas and a good attitude will be fostered.

Thank you to all who apply.