



THE CORPORATION OF THE COUNTY OF WELLINGTON

Wellington County Museum
and Archives

Requires a
Curatorial Assistant

The Curatorial Assistant's role is to provide support services to the Curator in the areas of exhibit development, collection management, and curatorial programmes. Duties include cataloguing, photographing and storing artifacts; data entry; exhibit research and development; preparing and installing exhibits; and, delivering community outreach using the collection and other related resources.

The minimum qualifications for this position include:

- Three year college diploma in museum studies.
- Minimum four years of experience or equivalent in museum collections and exhibits.
- Proficient in Word, PowerPoint, Excel, Photoshop and PastPerfect software.
- Ability to function as an effective team player.
- Excellent written and oral communication skills.
- A valid driver's licence (minimum G2 Class) and access to a reliable vehicle.

This position offers a comprehensive benefit package and a salary range of: \$53,835.60 to \$62,990.20 (2019 Non Union Compensation Grid), based on a 35 hour work week.

Applicants are invited to submit a cover letter and resume, clearly marked **Posting #003-19** by **Thursday, January 17 at 4:00 pm.**

ATTENTION: HR DEPARTMENT, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9. E: careers@wellington.ca or F: 519.837.8882. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The County is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.





COUNTY OF WELLINGTON

POSITION DESCRIPTION

Title: Curatorial Assistant	Reports to: Curator
Department: Museum and Archives/Wellington Place	Positions Supervised: 0
Effective: June 2003	Revised: December 2018

BASIC FUNCTION:

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PRINCIPAL RESPONSIBILITIES:

Under the supervision, direction and guidance of the Curator, the Curatorial Assistant has the following duties and responsibilities:

- Artifact cataloguing including data entry, photography, etc.
- Safe, secure storage of artifacts.
- Assist with receiving and shipments of exhibitions.
- Exhibit research, development, preparation and mounting.
- Assist with donations to the collection including liaising with donors.
- Planning, delivering and promoting exhibits, including community exhibits and programmes, in coordination with the Curator and Programming staff.
- Assist with Wellington County Museum and Archives (WCMA) programmes and special events.
- Liaise with community groups, historical societies, etc. to promote partnerships regarding exhibits, the collection, etc.
- Provide presentations and tours as required.
- Related duties as required.
- Assist with the training and supervision of students and/or volunteers.

PROBLEM SOLVING RESPONSIBILITIES:

- Problems can be solved by following existing policies and procedures, past practices, Canadian Museum Association/Ontario Museum Association standards, other Museums' practices and procedures, and consulting with Curatorial team.

CONTACTS:**Internal**

- WCMA staff (daily)
- County staff (regularly)

External

- Public (daily)
- Media (regularly)

MINIMUM QUALIFICATIONS:

- Three year college diploma in museum studies.
- Minimum four years of experience or equivalent in museum collections and exhibits.
- Proficient in Word, PowerPoint, Excel, Photoshop and PastPerfect software.
- Ability to function as an effective team player.
- Excellent written and oral communication skills.
- A valid driver's licence (minimum G2 Class) and access to a reliable vehicle.

OTHER:

- Position will be based at the Wellington County Museum and Archives.
- Flexibility of hours is required for some evenings and weekends related to programmes and events.