



THE CORPORATION OF THE COUNTY OF WELLINGTON

Wellington County Museum
and Archives

Requires a

Programme Assistant

The Programme Assistant reports to the Activity Programmer and is responsible for assisting with the planning, delivery, promotion and evaluation of Wellington County Museum and Archives (WCMA) events, festivals, workshops, tours and programmes as required.

The minimum qualifications for this position include:

- Two year college diploma in museum studies or related field.
- Minimum six months of experience or equivalent in planning, delivering, and evaluating museum programmes, festivals and events.
- Experience overseeing students and volunteers.
- Proficient in Microsoft Word and PowerPoint.
- Experience working with school groups of all ages.
- Excellent oral communication skills.
- Ability to function effectively as a team player.
- A valid driver's licence (minimum G2 Class) and a satisfactory driver's abstract.

This position offers a comprehensive benefit package and a salary range of: \$40,640.60 to \$47,483.80 (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 #055-19** by **Thursday, April 25 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: Programme Assistant	Reports to: Activity Programmer
Department: Wellington County Museum and Archives/Wellington Place	Positions Supervised: 0
Effective: April 2003	Revised: April 2019

BASIC FUNCTION:

The Programme Assistant reports to the Activity Programmer and is responsible for assisting with the planning, delivery, promotion and evaluation of Wellington County Museum and Archives (WCMA) events, festivals, workshops, tours and programmes as required.

PRINCIPAL RESPONSIBILITIES:

- Assist with the setup and cleanup for all programmes, festivals and events.
- Plan, deliver, promote and evaluate, in coordination with the Activity Programmer, programmes, festivals, workshops, tours and events to schools, community groups, individuals, institutions, etc.
- Work cooperatively with staff in other departments, ie. Curatorial, Archives, etc. in the development, delivery, promotion and evaluation of programmes, events, festivals, etc.
- Assist with programme research and development.
- Assist with volunteer training and supervision.
- Other duties as required.

PROBLEM SOLVING RESPONSIBILITIES:

- Problems can be solved using existing procedures, the Ontario Museum Association and the Canadian Museum Association guidelines, other museums' practices and policies, and with the assistance of the Activity Programmer.

CONTACTS:

Internal

- WCMA staff (daily)
- County staff (often)
- Other museum professionals (often)

External

- General public, schools, community groups (daily)

MINIMUM QUALIFICATIONS:

- Two year college diploma in museum studies or related field.
- Minimum six months of experience or equivalent in planning, delivering, and evaluating museum programmes, festivals and events.
- Experience overseeing students and volunteers.
- Proficient in Microsoft Word and PowerPoint.
- Experience working with school groups of all ages.
- Excellent oral communication skills.
- Ability to function effectively as a team player.
- A valid driver's licence (minimum G2 Class) and a satisfactory driver's abstract.

OTHER:

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