



## **JOB DESCRIPTION** **Exhibit Design Assistant**

### **POSITION**

Exhibit Design Assistant, Oshawa Museum  
12-week term, 37.5 hours/week  
June 8 – August 28, 2026

### **REPORTS TO**

Curator, Oshawa Museum

### **COMPENSATION**

\$18.09 per hour

### **ABOUT THE OSHAWA MUSEUM**

The Oshawa Museum is operated by the Oshawa Historical Society, a not-for-profit charitable institution. The Oshawa Museum preserves and actively promotes awareness and appreciation of Oshawa's history for the education, enrichment and enjoyment of a diverse audience.

For over 65 years, the Oshawa Museum has celebrated Oshawa's history with engaging events, inspiring exhibits, and an immense collection of archival materials. Nestled on the shores of Lake Ontario in beautiful Lakeview Park, the Oshawa Museum tells the story of Oshawa from Indigenous inhabitants to present day.

The Oshawa Museum is situated on the traditional territory and treaty lands of the Mississaugas of Scugog Island First Nation. Our work on these lands acknowledges the signatory communities of the Williams Treaty, as well as the Mississauga Nation and other members of the broader Indigenous community, for their resilience, and their longstanding contributions to the area now known as Durham Region.

### **POSITION SUMMARY**

The Oshawa Museum is seeking a motivated and enthusiastic individual to assist with researching and assembling supplemental materials for an upcoming exhibit on Anishnaabeg food. This will include assisting with researching and developing a local historical narrative, creating interactive components, creating materials for programming, and creating content for social media and other communication channels.

An objective for this position is to provide opportunities to experience many facets of museum curatorial work. The Exhibit Design Assistant will provide support with the museum's collections of artefacts and archival material, assist with the delivery of special events and educational programming,

with greeting visitors and providing tours, and in operating the point-of-sale and providing service in the museum shop.

## **DUTIES AND RESPONSIBILITIES**

- Research and assemble material to supplement an upcoming exhibit
- Assist in an inventory, documentation, and reorganization of storage of the textile collections
- Assist with planning for, and setup and takedown of special events and activities
- Assist with documentation and digitization of museum artefacts using museum software
- Interact with the general public by welcoming visitors and conducting guided tours of the museum and providing service in the museum shop
- Assist with weekly house cleaning and preventative maintenance.

## **ESSENTIAL SKILLS AND QUALIFICATIONS**

- Currently pursuing a university degree or college diploma program with course work focus in history, education, museum studies, archives, information management; or a combination of experience, education and training
- Proficiency in Microsoft Office and Google Suite
- Ability to write and speak English proficiently
- Team player with ability to work on their own with minimal supervision

This position is funded in part by Young Canada Works in Heritage Organizations (YCWHO), an employment program that offers students the opportunity to improve their skills while acquiring practical knowledge in the heritage field. YCWHO requires that participants:

- are Canadian citizens or permanent residents, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent resident status are not eligible);
- are legally entitled to work in Canada (have a valid social insurance number);
- are between 16 and 30 years of age inclusively at the start of employment; and
- are a high school, college, CEGEP or university student.

## **PREFERRED SKILLS AND QUALIFICATIONS**

- Responsible, flexible, organized, and self-motivated individual
- Ability to interact and share information with the public with an open and friendly manner
- Knowledge or an interest in aspects of the history of Oshawa

## **WORKING CONDITIONS**

The Exhibit Design Assistant is required to work scheduled shifts within the museum's regular staffed hours (Monday – Friday: 8am-4pm, Saturday-Sunday noon-4pm). However, they may be scheduled to assist with special events outside of these hours.

The Exhibit Design Assistant is a part of a flexible team of other museum staff, and we endeavour to schedule hours of work with consideration for your other commitments.

This position may be required to assist with programs or other museum functions, and may be required to help with setting up for programs and exhibits. They must therefore be able to frequently

move indoors and outdoors, between buildings, and work in occasionally noisy and/or public environments.

**PLACE OF WORK**

Oshawa Museum  
1450 Simcoe St. South  
Oshawa, Ontario L1H 8S8

**JOB POSTING INFORMATION**

The Oshawa Museum is committed to supporting a diverse environment and seeks candidates from underrepresented communities. LGBTQ2+, Indigenous, people of colour, people experiencing disability, and new Canadians are encouraged to apply.

**TO APPLY:**

Apply with a cover letter and resume or C.V. Please enter the job title in the subject line, include your cover letter as the email body, and attach your resume or C.V. in PDF format only. Other attachments will not be considered.

By email: [director@oshawamuseum.org](mailto:director@oshawamuseum.org)

The Oshawa Museum will retain all applications for this role for 1 year from the application deadline. We thank all applicants for their interest, but only those selected for an interview will be contacted.

**APPLICATIONS DEADLINE:** 4:00pm on April 24, 2026.