



JOB DESCRIPTION **Museum Assistant**

POSITION

Museum Assistant, Oshawa Museum
13-week term, 32 hours/week
June 2 – August 29, 2025

REPORTS TO

Curator, Oshawa Museum

COMPENSATION

\$17.68 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 60 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 operations of the museum, including assisting with greeting visitors and providing tours, and operating the point-of-sale and providing service in the shop.

The Museum Assistant will also provide support in the development and research of new programming, the installation of new exhibits, the creation of social media content, and the delivery of events and programming.

DUTIES AND RESPONSIBILITIES

- Assist in planning and research for an upcoming exhibit

- Assist with event planning, set up and takedown
- Collection Management: documentation and digitization of museum artefacts using PastPerfect Museum Software and assist with rehousing of the textile collections
- Interact with the general public by welcoming visitors and conducting guided tours of the museum and providing service in the 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, fine arts; or a combination of experience, education and training
- Proficiency in Microsoft Office
- 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 Canada Summer Jobs (CSJ), an employment program that offers participants the opportunity to improve their skills while acquiring practical knowledge in the heritage field. CSJ requires that participants:

- be between 15 and 30 years of age at the start of the employment;
- 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 employment; and
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada

PREFERRED SKILLS AND QUALIFICATIONS

- Responsible, flexible 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 Museum Assistant is required to work within the museum's regular hours (Tuesday – Friday: 8am-4pm). However, they may also be required to assist with special events outside of these hours.

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

By email: 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 May 2, 2025.