

The County of Dufferin sits on the fringe of the Greater Toronto Area, about 100 kilometres northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, its rolling hills and its excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 61,000 residents the area boasts fabulous restaurants, shopping and amenities. We are currently recruiting for a:

CURATORIAL ASSISTANT (Part Time Contract Position – 10 months)

JOB ID: C31-21	LOCATION: Museum of Dufferin
JOB TYPE: Temporary, Non-Union	DEADLINE TO APPLY: April 19, 2021 at 4:30 p.m.

Reporting to the Curator, the Curatorial Assistant is responsible for supporting the collections management function of the Museum of Dufferin as well as assisting with the development and implementation of new exhibitions and installations. The Curatorial Assistant manages incoming donations, creates new catalogue records, performs research, and updates old catalogue records, ensuring data accuracy and consistency. This position also conducts research to support the creation of new exhibitions and interactives which are interesting and engaging for the public, and assists with exhibition installation. The Curatorial Assistant is responsible for supporting volunteers in the Collections Room, and provides supervisory coverage in the absence of the Curator. Normal hours of work at 21 hours per week (Thursday through Saturday).

What you'll do

- Develop new themes and ideas for exhibitions and interactives that are engaging and educational, in collaboration with the Curator
- Source props and décor items for exhibitions
- Assist Curator with peer-reviewing products produced by external contractors
- Review exhibit content and design to ensure it meets accessibility standards as outlined by Parks Canada and the Smithsonian Institution
- Collaborate with Archivist and Archives staff to ensure archival materials used for exhibitions are free from copyright concerns
- Ensure accurate records management during the donation process, including deeds of gift, charitable tax receipts and artifact catalogue records
- Create, update, and maintain catalogue records in PastPerfect ensuring data integrity
- Provide coaching, guidance, and direction to volunteers in the Collections Room
- Perform other related duties as assigned

What you'll bring

- Post-secondary education in History, Archaeology, Anthropology, Museum Studies or a related field of study
- 2-3 years working experience in a curatorial or collections management role, preferably in a museum setting
- Proficiency in Microsoft Office, database management software, PastPerfect, and/or Adobe Creative Suite
- Working knowledge of best practices in preventive conservation and artifact handling
- Excellent customer service skills
- Demonstrated ability to work in a team and navigate conflict resolution
- Strong organizational and communication skills

What we can offer YOU!

- A competitive hourly wage ranging between \$26.15 to \$30.60
- Access to an Employee and Family Assistance Program (EFAP)
- A supportive and collaborative work environment



Ready to APPLY?

Interested applicants are invited to submit a resume and cover letter before the closing date and time to:

hr@dufferincounty.ca

As an equal opportunity employer, we seek to attract, develop, and retain highly talented employees with diverse identities and backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. We are committed to creating a workplace that is inclusive for all.

All applicants are thanked for their interest, but only those selected for an interview will receive a response. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

