

Nestled in the hills of Mulmur Township, the Museum of Dufferin opened at its current location in 1994. We pride ourselves on offering a welcoming, unique, and enriching environment for our visitors. Each year the MoD offers an eclectic variety of experiences by way of exhibitions, events, programs, and tours. Our visitors, members, donors, partners and volunteers are the heart of who we are and what we do. We are currently recruiting for an:

EDUCATION PROGRAMS INTERN
(Temporary Full Time – 20 Weeks)

JOB ID: C51-21	LOCATION: 936029 Airport Rd., Mulmur, ON L9V 0L3
JOB TYPE: Temporary Full Time (20 Weeks)	DEADLINE TO APPLY: August 27, 2021 at 4:30 p.m.

Reporting to the Education Programmer, Museum of Dufferin, the Education Programs Intern will conduct historical research and interviews, keeping detailed notes, and present their findings to the Education Programmer. This is a temporary full-time position working 35 hours per week (Tuesday to Saturday) with a start date of October 5, 2021. The majority of work will be spent onsite with periods of remote work. The successful candidate for this position will require a vehicle, as there is no public transportation to the job site.

What you'll do

- Catalogue items in the museum's education (teaching) collection;
- Seek out content for Curricular and public programs;
- Generate content for social media posts.

What you'll bring

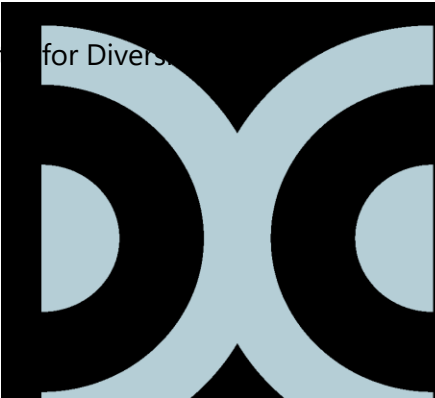
- Experience conducting historical research and crafting historical interpretation that incorporates primary source materials and artifacts.
- An interest and desire to work in Educational programming or teaching. Experience working with different age groups and/or understanding of learning styles and development is an asset.
- Experience with catalogue software (PastPerfect), social media platforms, and photo/video editing software is an asset.
- Ability to self-motivate, establish priorities, multi-task, and work collaboratively with supervisor and the other staff.
- Excellent communication, organizational skills and strong attention to detail.
- Strong creative thinking and problem-solving skills.
- Experience and proficiency with Microsoft Office Suite (Office 365).
- Must be able to lift and move objects up to 25lbs.
- Own transportation as there is no public transit to the Museum of Dufferin;
- A current criminal record check/vulnerable sector check.

This is in an internship position funded by Young Canada Works at Building Careers in Heritage. To be considered for this position, all applicants must meet the program eligibility criteria and create a candidate profile as required by Young Canada Works. Please click the link (in blue) to review the eligibility requirements.

- [Young Canada Works Internship Eligibility Criteria](#)
- The link to sign up is <https://young-canada-works.canada.ca/Account/Register>

What we can offer YOU!

- A competitive hourly wage of \$18.00;
- Access to an Employee and Family Assistance Program;
- A flexible, supportive and collaborative work environment;
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI).



Ready to apply?

Interested applicants are invited to submit a resume and cover letter before the closing date and time to: hr@dufferincounty.ca

The Museum of Dufferin is owned and operated by the County of Dufferin. As an organization, we have made a commitment to diversity, equity, inclusion and belonging and are at the beginning of this journey. We recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees, regardless of race, colour, ancestry, creed (religion), place of origin, ethnic origin, citizenship, sex (including pregnancy), gender identity and expression, sexual orientation, age, marital status, family status, and disability feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, in order to better reflect the growing diversity of our region.

All applicants are thanked for their interest. 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.