

# Cultural Services Assistant

**LOCATION:** Longwoods Road Conservation Area

**DEPARTMENT:** Ska-Nah-Doht Village and Museum

**REPORTING TO:** Karen Mattila, Curator

**DATE POSTED:** March 29, 2018

**CLOSING DATE:** April 20, 2018

**APPROXIMATE START DATE:** May 7, 2018

## **PURPOSE OF POSITION:**

To assist in the daily operations of the Ska-Nah-Doht Village and Museum; including educational programming, community engagement and co-ordinating cultural events. This is a unique entry level, mentored learning experience with an opportunity for the position to turn into a 1 year contract.

## **QUALIFICATIONS:**

- Post-Secondary diploma in First Nations Studies, Museology, Anthropology, History or a related field.
- Experience working with the public for a diversity of ages and needs.
- Must have knowledge of local history and a passion for education, heritage, and culture.
- Must possess strong interpersonal communication skills with an enthusiasm for working with the public.
- Excellent organizational and writing skills. Must have computer and social media skills.
- Experience with museum collections and exhibits are an asset.
- Must be able to work in an outdoor environment with various environmental and seasonal conditions. Does include light lifting.
- Driver's license is required.
- Must possess or be willing to obtain a Vulnerable Sectors Screening.

## **SPECIFIC RESPONSIBILITIES:**

To assist the Curator in daily operations includes conducting and developing curriculum-based educational programming, public programming and cultural events both on and off site in the community. They will be assisting with research and development of the Museum's artifact collections and exhibits. There will be substantial networking with community groups including museum professionals and academics from many fields of study including archaeology and Environmental Sciences. There will be projects involving peers but also a chance for independent study. There is also an opportunity for responsibility and creativity by assisting with the inventory for the on-site *Turtle Trail Gift Shop* and its management.



## Lower Thames Valley Conservation Authority Job Posting

### COMPENSATION & HOURS:

- Full-time 6 month contract with opportunity for position to turn into a 1 year contract dependent on performance review.
- 35 hours per week with some weekends and evenings.
- Salary: \$17.00/hour

Please send a resume and cover letter by **Friday, April 20, 2018** noting this position to:

Lower Thames Valley Conservation Authority  
8449 Irish Drive,  
Mount Brydges ON N0L 1W0 or  
Fax: 519-264-1562 or  
Email: karen.mattila@ltvca.ca

We thank all applicants for their interest. However, only those selected for an interview will be contacted.

The LTVCA is committed to the principles of Employment Equity and to achieving a workforce which is representative of the Canadian population. We strongly encourage candidates to self-identify if they are an Aboriginal person, a member of a visible minority group or a person with a disability. LTVCA is also an equal opportunity employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code. LTVCA is committed to providing accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If you require disability related accommodations, please notify us and we will work with you to meet your needs. Personal information provided is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act.