



## **Aurora Historical Society - Museum Educator/Museum Assistant**

The Aurora Historical Society is seeking a Museum Educator/Museum Assistant to assist the Curator/Manager with all visitor engagement at Hillary House National Historic Site including creating and running programs and events, producing online content, and historical interpretation of the historic house museum. This position will provide valuable experience for those considering a career in history, museum studies, education, or event planning.

30 hours per week, Tuesday to Saturday. \$17.20 per hour, for 9 weeks | May 20 – July 19, 2025.

36.25 hours per week, Tuesday to Saturday. \$17.20 per hour, for 6 weeks | July 22 – August 30, 2025.

(15 weeks total)

### **Primary Duties and Responsibilities:**

- Assist Curator/Manager to develop and implement public programs and special events including determining resources needed, marketing, set up/take down, and follow-up.
- Plan, create, and schedule engaging online content for AHS website and social media.
- Provide excellent visitor experiences by conducting informative, friendly, and enthusiastic tours to the visiting public under the supervision and guidance of the Curator/Manager.
- Assist Curator/Manager with researching and planning for exhibits and interpretive tours.
- Perform basic maintenance of Museum and grounds.
- Perform Gift Shop sales and intake.
- Any other tasks as requested by the Curator/Manager.

### **Qualifications:**

- Must have a keen interest in history, museum studies, education, or other related disciplines. Enrollment/experience in a related field is an asset.
- Strong computer skills (Microsoft Office, research). Experience with Past Perfect an asset.
- Experience working with the public in a structured setting.
- Excellent organization, communication, problem solving, and interpersonal skills.
- Ability to take initiative and work independently as well as in a team setting
- Must have excellent time management skills and the ability to multitask.
- Ability to work flexible hours, including weekends and evenings.
- Ability to follow and monitor a strict pandemic safety plan already in place.
- Must possess or be willing to train for Standard First Aid & CPR.
- Must possess or be willing to obtain a Vulnerable Sectors Screening.

### **Additional Information:**

- This is a seasonal position, funded by the Canada Summer Jobs program and Summer Employment Opportunities program. Eligible candidates must comply with the requirements of these programs.
- Candidates must be between the ages of 15-30, enrolled in a secondary, or post-secondary institution or within six months of graduation, and legally entitled to work in Canada.

**Interested candidates may submit a cover letter and resume to Kathleen Vahey, Curator/Manager at [curator@aurorahs.com](mailto:curator@aurorahs.com) by May 11, 2025.**

The Aurora Historical Society thanks all those who apply, but only those applicants selected for an interview will be contacted.