



425 Donald St. E.
Thunder Bay, ON P7E 5V1
(807) 623-0801
www.thunderbaymuseum.com

JOB POSTING

DIGITAL & OUTREACH INITIATIVES

- Position:** Digital & Outreach Initiatives Assistant
- Location:** Thunder Bay Museum
425 Donald St. E.
Thunder Bay, ON P7E 5V1
Telephone: (807) 623-0801
Email: cao@thunderbaymuseum.com
Website: www.thunderbaymuseum.com
- Duration:** May 27 to August 23, 2019 (35 hours per week)
- Rate of pay:** \$14.00 per hour
- Job description:** To create, promote and deliver fun, interesting and educational interactive activities for visitors to the Museum; To assist in the development of a tablet-based museum app; To participate as an active member of the community and promote the Thunder Bay Museum and its programs at special events; To assist in the development and maintenance of the museum's online photographic database; To mount historical walking tours to the museum's website.
- Qualifications:** Good oral and written communication skills, experience with computers (ie. internet, spreadsheet, social media, word processing, graphic image design), customer service skills, leadership, and an interest in working in the heritage education field.
- Education level:** Post Secondary
- Applications:** Resume with covering letter mailed or emailed to:
Nick Sottile, CAO
Thunder Bay Museum
425 Donald St. E.
Thunder Bay, ON P7E 5V1
cao@thunderbaymuseum.com
- Deadline:** May 5, 2019

Eligible applicants:

1. Be legally entitled to work in Canada
2. be a Canadian citizen, permanent resident or have refugee status
3. be between 16 and 30 years of age at the start of employment
4. be registered in the YCW on-line candidate inventory (www.youngcanadaworks.ca)
5. be willing to commit to the full duration of the work assignment
6. not have another full-time job (over 30 hrs/week) while employed with YCW
7. have been a full-time student in the semester prior to the YCW job and intend to return to full-time studies in the semester after the YCW job.

(POSITION SUBJECT TO FUNDING APPROVAL)