

Job Title: Exhibits Assistant

Location:

Thunder Bay Museum

425 Donald Street E.

Thunder Bay, ON P7E 5V1

Tel: (807) 623-0801 Fax: (807) 622-6880

Email: info@thunderbaymuseum.com

Web: www.thunderbaymuseum.com



Duration: 12-month contract, 35 hours per week

Salary: \$36,400

The Thunder Bay Museum is seeking an Exhibits Assistant to join our team for a 12-month contract funded by and in compliance with Northern Ontario Heritage Fund Corporation's (NOHFC) Workforce Development Stream. In this role, you will use your expert communication skills to develop exhibits of varying scales with the guidance and supervision of the Museum's curatorial staff.

By researching, writing proposals and briefs, and choosing archival images and objects, you will hone your interpretative writing and graphic design skills and assist the curatorial staff to bring the Thunder Bay Museum closer to its exhibition goals. The Museum has three floors of permanent and temporary exhibitions with multiple medium sized outreach exhibit opportunities.

The ideal candidate will be motivated, professional, and organized, with an aptitude for research. We are looking for someone who believes in the Thunder Bay Historical Museum Society's mission and will demonstrate exceptional drive to further our existing exhibition efforts and help strategize and deliver new ones.

PRIMARY JOB DUTIES:

1. Writing exhibit proposals and briefs;
2. Researching and writing exhibit text and interactives;
3. Researching and selecting images and artifacts for exhibit;
4. Developing graphic designs and print layouts for exhibits;
5. Assisting with fabrication, installation, and take down of exhibits;
6. Assisting with collections management, and digitization of exhibit records.

PRIMARY QUALIFICATIONS:

1. A graduate of History, Anthropology, Museum Studies, or another relevant program;
2. Excellent verbal and written communication skills;
3. Strong organizational skills;
4. Able to work independently and collaboratively;

CONSIDERED ASSETS:

1. Knowledge of Indigenous history, culture, and contemporary issues;
2. Demonstrated knowledge of Northwestern Ontario history;
3. Ability to speak or read Anishinaabemowin or French;
4. Knowledge of Adobe suite software.

CONDITIONS OF EMPLOYMENT:

1. Must be a new entrant into the workforce, are transitioning to a new career, or the unemployed or underemployed who are entering a new field;
2. Must have not previously participated in an NOHFC funded internship in the 2020 Mandate;
3. Must be 18 years of age or older;
4. Must be legally eligible to work in Canada;
5. Must have a clear certified criminal record check;
6. Must be able to work evenings and weekends as workload demands;
7. Once hired, the candidate must reside in the Thunder Bay area;
8. Must sign a confidentiality agreement.

WORKING CONDITIONS:

1. **Physical Demands:** The work requires mental alertness, better than average manual dexterity, and mobility. Although primarily sedentary, certain primary job duties involve activities demanding a certain amount of exertion such as walking, climbing, crawling, lifting of heavy objects, bending, stooping, and reaching. Working with collections can involve prolonged exposure to hazardous materials and equipment. Working with lighting systems, and alarm systems can involve exposure to electrical current and the use of power tools with physical hazards. The work entails the ability to concentrate for long periods of time.
2. **Environmental Conditions:** This includes conditions in the work environment that have potential for negative physical impact on the incumbent. Areas of the job location are potentially dirty (including but not limited to allergens, irritants, toxins, and animal waste), loud noises, and temperature extremes from -40° C to 35° C. The incumbent may be required to wear PPE (personal protective equipment) to mitigate these risks.
3. **Sensory Demands:** Sensory demands are an intense; incumbents will be expected to use touch, smell, sight, and hearing to perform their duties on a regular basis.
4. **Mental Demands:** The position may have some psychological impacts that are an unavoidable part of the job and place increased mental demands on the incumbent. Must be able to apply established protocols in a timely manner.

ONTARIO HUMAN RIGHTS CODE: It is a contravention of the Human Rights Code of Ontario to discriminate on the basis of: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, marital status, family status, disability, age, record of offences, gender identity or gender expression. Therefore, a resume submitted must not include references to any of the above characteristics.

Do not include:

- Photos
- Any certificates that have photo identification
- Driver's licences
- Police records checks

Note: The above documentation will be requested by the Thunder Bay Museum should you be the successful applicant. Please do not submit your Criminal Record Check with your application.

ACCOMMODATION: Reasonable accommodations are available upon request for all parts of the recruitment process.

APPLICATIONS:

Resume with covering letter emailed or mailed to:

Mr. Scott Bradley, Executive Director

Thunder Bay Museum

425 Donald St. E.

Thunder Bay, ON P7E 5V1

director@thunderbaymuseum.com

DEADLINE: Until filled

The Thunder Bay Museum is an equal opportunity employer and encourages applications from Indigenous peoples, persons with disabilities, members of visible minority groups, and women. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. This is in accordance with Canadian immigration requirements.

We appreciate your interest; however, only those selected for an interview will be notified.

About the Thunder Bay Museum:

The Society was founded in 1908 as a historical society and a museum was added in 1942 and expanded several times since. Though much of its funding comes from the City of Thunder Bay, the Society is an independent, not-for-profit organization that now operates a museum, archives, and historical society in a designated heritage building that it has restored and retrofitted, and which is leased from the municipality. The Society has an annual operating budget of approximately \$800,000 and employs eight permanent staff, multiple contract staff, and dozens of volunteers. It also has a capital budget that varies depending on its needs.