Job Title: Travelling Exhibit Coordinator

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: Contract, 12 months, 35 hours per week
Rate of Pay: $25.50 /hour

JOB DESCRIPTION: We are seeking a passionate and dedicated individual to join our team as the Travelling Exhibit Coordinator. The Internship is a 12-month contract designed to assist in promoting and sharing the stories of Indigenous veterans from Northwestern Ontario through the exhibit *Anishnaabe Zhiimaagnishii Inaadiziwin / Life of Indigenous Soldiers / Vie des Soldats Autochtones*. The intern will travel to pow-wows and community events across the region, setting up interactive booths to raise awareness about the development of this travelling exhibit as well as travelling with the completed exhibit. The program emphasizes community engagement and reconciliation, with a focus on gathering feedback, fostering dialogue, and sharing and gathering stories of resilience and service. Interns will serve as ambassadors of the exhibit, helping to connect communities to this important historical initiative.

KEY RESPONSIBILITIES:

- Assist with the setup and takedown of the travelling exhibit at various locations.
- Deliver educational programming and presentations related to the exhibit.
- Engage with community members, including Indigenous Elders, veterans, and youth, to facilitate meaningful interactions and discussions.
- Conduct oral history interviews
- Coordinate logistics for exhibit transportation and scheduling.
- Promote the exhibit through social media, local media, and community outreach.
- Collect feedback and data to help evaluate the success of the exhibit.

QUALIFICATIONS:

- Strong interest in Indigenous history and veterans' stories.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Experience with community engagement and outreach is an asset.
- Proficiency in social media and other promotional tools.
- Must be available to travel within Northwestern Ontario.
- Valid G licence

PREFERRED QUALIFICATIONS:

- Indigenous applicants from Northwestern Ontario are strongly encouraged to apply.
- Knowledge of First Nations, Métis, and Inuit history in Canada.
- Knowledge of Canadian military history.
- Experience in museum studies, history, education, or a related field.
- Knowledge of Anishinaabemowin or other Indigenous languages is an asset.

CONDITIONS OF EMPLOYMENT:

1. Must be legally eligible to work in Canada;
2. Must be at least 18 years of age;
3. Must reside in Northern Ontario for the duration of the contract;
4. Must not have previously been employed through the NOHFC People and Talent Program;
5. Must have a clear certified criminal record check;
6. Must be able to work evenings and weekends as workload demands;
7. Must sign a confidentiality agreement.

WORKING CONDITIONS:

1. Physical Demands: This position possibly involves physical exertion produced by the incumbent in carrying out the responsibilities of the position beyond a standard office environment. The position requires the occasional ability to lift 22 kg above one's head, crawling, crouching, climbing, and lifting, carrying, and manual labor related tasks. It also involves extended time sitting, walking, and standing.
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 required to use touch, smell, sight, and hearing to perform their duties on a regular basis.
4. Mental Demands: Mental demands indicate psychological impacts that are an unavoidable part of the job and place increased mental demands on the incumbent.

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. Michael deJong, Curator/Archivist
Thunder Bay Museum
425 Donald St. E.
Thunder Bay, ON P7E 5V1
curatorial@thunderbaymuseum.com

DEADLINE: Until filled

ACCOMMODATION: Reasonable accommodations are available upon request for all parts of the recruitment process. Applicants can make their needs known by contacting the museum in advance.

The Thunder Bay Museum is an equal opportunity employer that encourages applications from Indigenous peoples, persons with disabilities, members of visible minority groups, and women.

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. Staff include an executive director, curator/archivist, chief operations officer, exhibit curator, education and outreach officer, front desk receptionist/gift shop manager, and a bookkeeper.