



A M H E R S T B U R G
F R E E D O M M U S E U M

Collection Assistant & Tour Guide

The Amherstburg Freedom Museum, located in Amherstburg, Ontario, is a community-based, non-profit museum that tells the story of African-Canadians' journey and contributions, by preserving and presenting artifacts that educate and inspire. It consists of the Museum complex which houses permanent and temporary exhibits, the Taylor Log Cabin - a historic home, and the Nazrey African Methodist Episcopal Church, National Historic Site.

Canada Summer Jobs eligibility requirements:

CSJ 2019 includes new expanded eligibility to include all youth aged 15 to 30, which means youth who are not students are now also eligible.

- Applicant must be between 15 and 30 years of age at the start of the employment;
- Applicant must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- Applicant must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada.

Commitment Required

Positions Available: 1

Duration: 8 weeks

Start Date: Tentative Start Date – June 17th, 2019

Hours: 35 hours per week, weekend work required

Pay: \$14/hr

Skills

Basic computer skills, fluency in written and spoken English, willing and able to learn new information to share with visitors, friendly and well-mannered, neat and well-groomed, trustworthy with money, confident to speak before a group. Fluency in spoken French is desirable but not a requirement.

Duties & Responsibilities

Primarily, to scan, catalogue, and file digital images of photos, slides, and documents in the museum's collection. In addition, the incumbent will provide assistance as a tour guide for larger group tours. Which would include welcoming visitors upon entry to the museum, process of payment and gift shop purchases, answer phones, and provide guided tours of the museum's campus and its two historic buildings offered in English or French (if possible); National Historic Site the Nazrey A.M.E. Church and the Taylor Log Cabin. In addition to these tasks, the incumbent will assist the Curator/Administrator and staff

with day to day operations, special projects related to the care and preservation of the museum's historic artifacts, the operation of the museum's special events and other duties as assigned.



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Lines of Communication.

Supervision will be provided by the Curator/Administrator. The site is physically small and all work will be performed in close proximity to the supervisor.

Times Needed and Place of Work

At the museum, for 35 hours per week during the period, weekend work required.

Preference will be given to members of a visible minority and fluent in both official languages, but all applicants will be considered.

Only shortlisted candidates will be contacted. Interested candidates should e-mail a cover letter and resume to curator@amherstburgfreedom.org.

Application deadline is May 24, 2019

Contact Information

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