



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

Museum Cataloguer (Canada Summer Jobs Position)

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:

This position is funded by the Canada Summer Jobs Program, you must fit the following eligibility requirements as outlined by the Canada Summer Jobs hiring requirements.

- 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 20th, 2022

Hours: 35 hours per week, weekend work may sometimes be required

Pay: \$15/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 catalogue, photograph, scan and file digital images of photos, slides, and documents in the museum's collection as we prepare to re-organize our collection.
- In addition, the incumbent will aid as a tour guide leading both virtually and for in-person tours (if we are able to re-open).
 - Tasks associated with leading tours 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, creation of museum related online programming and content, the operation of the museum's special events and other duties as assigned.



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

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 may be required. You will need reliable transportation to Amherstburg as public transit is not an option.

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 20, 2022

Contact Information

Mary-Katherine Whelan
Curator/Administrator
277 King St., Amherstburg, ON, N9V 2C7
519-736-5433
curator@amherstburgfreedom.org