

MUSEUM EXHIBIT OFFICER (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 23rd, 2025

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

Pay: \$17.20/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

- The Museum Exhibit Officer will play a pivotal role in the planning, development, and execution of exhibits for the Amherstburg Freedom Museum's 50th Anniversary

celebrations in September 2025. This position will focus on the research, design, and implementation of a special gallery exhibit highlighting the museum's rich history and its enduring contributions to preserving Black heritage. The exhibit will celebrate the museum's role as a cultural cornerstone in the region while engaging visitors with immersive displays and interpretive materials that reflect the broader historical context of Black Canadian history.

- The Museum Exhibit Officer, in collaboration with the Archive Assistant, will research artifacts, develop exhibit themes, and design engaging displays. They will create interpretive materials to enhance visitor understanding and work with museum staff to ensure alignment with the museum's mission of education, inclusivity, and cultural preservation.
- The Museum Exhibit Officer will support the development of digital content and virtual experiences to enhance accessibility and complement the exhibit. They will also help coordinate events and community engagement activities for the 50th Anniversary, ensuring an inclusive and meaningful celebration.
- The Museum Exhibit Officer will also lead in-person and virtual tours, welcome visitors, handle admissions and gift shop sales, and provide tours of the Nazrey A.M.E. Church and Taylor Log Cabin. Tours may be offered in English or French (if possible).
- The Museum Exhibit Officer will support daily operations, artifact care, and online content development. They will also assist with special projects and events for the 50th Anniversary celebration.

Lines of Communication.

Supervision will be provided by the Curator/Administrator and Assistant Curator. The site is physically small, and all work will be performed near 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.**

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 16, 2025