

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.



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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 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 – July 6th, 2026

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

Pay: \$17.60/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, and confident to speak before a group. Fluency in spoken French is desirable but not a requirement.



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Duties & Responsibilities

- The Museum Exhibit Officer will be responsible for planning, developing, and realizing new and renewed exhibits that preserve and share Black history and culture at the Amherstburg Freedom Museum.
- Specific responsibilities of the position include research, design, and installation of temporary gallery exhibits, crafting visitor-centered immersive displays, and meaningful storytelling that speaks to the relevance of the museum and its place in the greater narrative of Black Canadian history.
- Working closely with the Archive Assistant, the Exhibit Officer researches, identifies artifacts, and creates interactive educational displays and interpretive materials that enrich visitor understanding of the Black heritage in our region and across Canada. This position requires collaboration across all museum staff to ensure exhibits fully support the museum's core values of education, inclusion, access, and community-based initiatives.
- The Exhibit Officer will help in the development of online programming such as digital resources, virtual tours, and multimedia that will expand the reach of the museum for local, national, and international audiences. May include supporting community-based events and other engagement activities that complement new exhibits and augment visitor experience.
- Along with exhibit coordination, the Museum Exhibit Officer will also be responsible for providing tours, both in-person and, if required, virtual. Responsibilities will include *receiving visitors, handling payment and gift shop sales, responding to phone inquiries, and leading guided tours of the museum campus*, comprised of two historic buildings, the Nazrey A.M.E. Church, a National Historic Site, and the Taylor Log Cabin.
 - Tours may be provided in both English and French, allowing developing solid public speaking and cross-cultural communication skills.
- The Museum Exhibit Officer will also support daily operations, artifact care and preservation, and the development of online programming and content for the Curator/Administrator and Assistant Curator.
- This position will contribute to special projects and activities supporting the ongoing development of the Museum as it plans for the strengthening and expansion of its work in the next 50 years.

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.



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- The Museum Exhibit Officer will receive mentorship under a museum professional with over 10 years of experience. This guidance will provide practical insights into exhibit development, project management, historical interpretation, artifact handling, and audience engagement.
- The coordinator will develop SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals as part of their professional growth, which address improvement in time management, organization, and planning.

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 21, 2026