



## THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE

### Requires a MUSEUM ATTENDANT (Summer Student Position) (1 position)

Welcome to Arran-Elderslie! Rolling hills, rivers, streams, agricultural land and small communities make up the landscape of our Municipality. The small town safety, healthy lifestyle, rural living, proximity to career opportunities as well as welcoming residents makes Arran-Elderslie a great place to live. Arran-Elderslie is located in Bruce County and is home to approximately 7,000 residents and includes communities of Tara, Chesley and Paisley.

Reporting to the Manager of Facilities, Parks & Recreation, the Museum/Tourism Attendant will work with the museum team and the public to deliver museum tours, assisting with educational programs and other duties around the museum and provide tourism information to the public. This position will include but is not limited to:

- Greeting and assisting visitors.
- Assist with artifact and archive cataloguing and inventory.
- Conduct and document research for patrons. Use the internet and in-house resources to compile research when necessary.
- Organizing and maintaining brochures, pamphlets and information
- Article Writing on Heritage related topics for local newspapers
- Assist with heritage mapping
- Must be returning to school.
- Other duties as assigned.

### Knowledge, Skills & Experience

- Minimum sixteen (16) years of age.
- Currently enrolled in a secondary education or college/university program.
- Valid Class G driver's license and clean abstract is an asset
- Ability to work independently and have an interest in history.
- Familiar with WHMIS regulations, Occupational Health and Safety Act.
- Possess Criminal Reference Check with results satisfactory to the Municipality of Arran-Elderslie.

A complete job description is available on request.

The Municipality of Arran-Elderslie offers competitive wages based on qualifications and experience. Qualified applicants are invited to submit a cover letter and resume by mail, delivery service or email, no later than 12:00 pm on **June 9, 2023** to [HR@arran-elderslie.ca](mailto:HR@arran-elderslie.ca)

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*The Municipality of Arran-Elderslie is an Equal Opportunity Employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the Municipality of Arran-Elderslie will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the Municipality of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. We thank all persons who apply, but advise that acknowledgement will only be forwarded to applicants invited to an interview. All personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act. Thank you.*