

Hutchison House Museum  
Job Advertisement  
Assistant Curator

**Wage:** \$19.50/hr for 37.5 hrs/wk

**Job Type and Duration:** Full Time, Permanent

**Job Location:** Hutchison House Museum (270 Brock St. Peterborough, ON, K9H 2P9)

Hutchison House Museum is looking for a professional, creative, and detail-oriented Assistant Curator /Manager. The Assistant will work with the Curator/Manager to develop educational programs, events and exhibits that align with the museum's mandate, connect to learning objectives outlined in the provincial curriculum and highlight artifacts from the museum's collection.

Duties include:

- Help with various curatorial duties including cataloguing, exhibit development, condition reports, inventory, and collection maintenance.
- Assume curatorial duties when curator is not on site.
- Baking and cooking for events and school tours
- Updating and developing content for the Peterborough Historical Society and Hutchison House website and social media channels.
- Utilize a range of technologies, and consider the needs of various audiences, to develop flexible and engaging educational offerings.
- Work with the development and delivery of multimedia presentations, hand-on activities, guided tours, planning and budgeting programs and demonstrations of historical processes,
- Be responsible for scheduling and booking programs,
- Support in the recruitment, scheduling, and training of volunteers,
- Aid with general correspondence and office work.

The position offers full-time permanent employment at 37.5 hours with a flexible start date and a job review after three months.

**Job Responsibilities also include:**

**Operations**

- Provides tours of the museum both in and out of period costume for visitors
- Assist with School Programs- both in person and virtual.
- Assist with Programs and events.
- Responsible for training and supervising volunteers
- Share with the scheduling, development, research, and installation of temporary exhibits
- Work with maintaining the integrity of the Hutchison House Museum collection and artifacts
- Provides input into and arranges for advertising for Hutchison House Museum programs (Media Releases, Peterborough This Week, Linked Magazine, Cottage Magazine, etc.)

**Planning, budgeting and reporting**

- Help to plan the development of a three-year programs, events and exhibits to be delivered to the public

- Assists with the preparation of the Museum's annual workplan, budget forecasting and project plan development

### **Administration**

- Maintains and updates the website and associated social media platforms for the Peterborough Historical Society and Hutchison House Museum.
- Assists in gathering data and information to support the preparation of the annual report and any other required reports and presentations. Organizes, prepares for and records minutes for meetings, as required
- Provides input into the development of program scheduling, including timing, resources, and staffing requirements
- Maintain communications and correspondence for the Peterborough Historical Society and assist with membership and publications support.
- Work with the curator and volunteers to seek out sponsorship opportunities.

### **Qualifications include:**

- Post-Secondary school degree in Museology/ Museum Studies
- Experience in
  - museum-related work
  - working with volunteers of all ages and the public.
  - museum interpretation.
  - handling and caring for artefacts.
  - exhibit design and installation.
  - museum or education related programming for adults and children an asset.
  - a variety of digital tools, as well as Microsoft Office, Canva, WordPress and a variety of museum databases.
- Strong computer skills in Microsoft Office Suite.
- Must be a self-starter and able to work independently as well as in a team setting.
- Current police check.
- Must be physically able to climb stairs, carry boxes, lift, and reach.
- Basic Food Handling and First Aid CPR training.
- Must be available to work some evenings and weekends

The Peterborough Historical Society and Hutchison House Museum is an equal opportunity employer.

**Qualified applicants are invited to submit a cover letter and detailed resume by email no later than July 28<sup>th</sup>, 2023 to [info@hutchisonhouse.ca](mailto:info@hutchisonhouse.ca)** (attention: Erin Panepinto). Interviews are to be scheduled for the week of July 31<sup>st</sup>

We thank all applicants who apply for this position, however, only those applicants selected for an interview will be contacted. Personal information collected, will be used for the purpose of candidate selection only.