



---

**Job Title:** Program Assistant  
**Institution:** Campbell House Museum  
**Location:** Toronto, ON  
**Start Date:** 2024-05-07  
**End Date:** 2024-08-17  
**Duration:** 15 weeks, Tuesday - Saturday  
**Closing Date of Posting:** April 15, 2024, midnight  
**E-mail:** liz@campbellhousemuseum.ca  
**Website:** campbellhousemuseum.ca  
**Salary:** \$17/hour, 37.5 hours/week  
**Number of positions to fill:** 1  
**Language of work:** English

#### **ABOUT CAMPBELL HOUSE MUSEUM:**

Built in 1822, Campbell House is the oldest surviving building from the Town of York and an outstanding example of Georgian architecture. Campbell House Museum is a vibrant public space where members of Toronto's diverse communities gather to discuss, to create, to perform and to socialize, giving life to the words "freedom of expression."

#### **THE POSITION:**

The Program Assistant will work closely with the Director/Curator and Museum Coordinator to help plan and execute the museum's spring/summer program, which includes indoor and outdoor events. The Program Assistant will also participate in daily museum activities.

The Program Assistant will carry out the tasks over a 15-week period, from May 7 to August 17, 2024. The term of employment is dependent on Young Canada Works funding, and is subject to change.

## **DESCRIPTION OF TASKS:**

- Participate in project team meetings and assist with the preparation, promotion,
- Execution, and evaluation of spring/summer program activities, which include:
  - Assist with a food history exhibit, historic cooking workshops, Doors Open Toronto;
- Plan and participate in various outdoor programs throughout the summer season,
  - including a Pride Toronto live comedy event and craft mini-markets.
- Participate in the daily operation of the museum, which includes:
  - Opening and closing the museum;
  - Greeting visitors and conducting tours;
  - Processing payments for admissions;
  - Answering phones and responding to emails in a timely fashion;
  - Prepare museum space and safeguard artefacts for private events;
  - Various administrative duties.

## **QUALIFICATIONS:**

- THE SUCCESSFUL CANDIDATE WILL:
- Be working towards an undergraduate or master's degree in Museum Studies, Art History, Theatre, History, or other similar discipline;
- Have previous experience participating (volunteer or paid) in museum programs or other similar public programs;
- Demonstrate an interest in cultural heritage;
- Have excellent interpersonal and communication skills;
- Be adaptable and flexible;
- Be both a team player and able to work independently;
- Be personable and outgoing;
- Have efficient time management, organizational, and project planning skills;

- Possess basic research skills;
- Be proficient in English;
- Be familiar with Windows, Microsoft 365, Outlook, and social media platforms (Twitter, Facebook and Instagram)
- Reside in the Toronto area for the duration of the contract;
- Be able to work weekends and occasional evenings;
- Be able to climb stairs and to lift heavy objects;
- Be comfortable working occasionally in an outdoor downtown public space

**MEET ALL REQUIREMENTS FOR YOUNG CANADA WORKS INCLUDING:**

- Be a Canadian citizen or a permanent resident, or have refugee status in Canada;
- Be legally entitled to work in Canada;
- Be between 16 and 30 years of age at the start of employment;
- Be registered in the YCW online candidate inventory;
- Be willing to commit to the full duration of the work assignment;
- Not have another full-time job during the YCW work assignment;
- Have registered as a high school, college, CEGEP or university student (as defined by their educational institution) in the semester preceding the YCW work assignment; and
- Intend to return to studies during or after the YCW work assignment

The Sir William Campbell Foundation is an equal opportunity employer. All qualified applicants are encouraged to apply.

**TO APPLY FOR THIS POSITION:**

Please submit your cover letter and résumé in PDF format by midnight on Friday, April 5, 2024 to the attention of:

Liz Driver, Director/Curator  
liz@campbellhousemuseum.ca

Only candidates selected for an interview will be contacted after the closing date of April 15