



Corporation of the Town of Kirkland Lake
Conference and Exhibition Services Department

Requires

SUMMER STUDENTS

12-WEEK CONTRACT

THE SUMMER STUDENT POSITIONS WILL BE UNDER THE DIRECTION OF THE MUSEUM MANAGER.

General Criteria:

- Full-time University / Community College student who will be returning to full-time studies in the semester following the job with Young Canada Works (YCW)
- Canadian citizen, permanent resident or have refugee status in Canada
- Between 16 and 30 years of age
- Willing to commit to the full duration of the work assignment,
- Must not have another full-time job (over 30 hours a week) while employed by the Corporation
- Must be registered in the YCW candidate inventory
- Excellent oral and written communication skills in the English language. Good oral communication skills in the French language is preferred
- Genuine interest in Northern Ontario History
- Clear Vulnerable Sector Check

Hours: 35 hours per week - the majority of the shifts are weekdays with alternating weekend shifts

Compensation: \$12.15 per hour

CURATORIAL ASSISTANT

Position Overview:

Assist with maintaining artifacts and archives within the museum's collection. The student will also assist with the organization and execution of events and exhibitions.

Qualifications:

- Student with a focus in museology or history is preferred;
- Experience with Microsoft Windows and Office Suite;
- Ability to take supervision as well as coordinate / supervise the work of others is an asset.

GUIDE / INTERPRETER

Position Overview:

Study, learn and provide information to tourists and visitors on the architectural and heritage details of the Sir Harry Oakes Chateau; the history of Sir Harry Oakes and his family; the history of the Town of Kirkland Lake; Become knowledgeable about the artifacts in the museum exhibits; plan talks and give guided tours regarding the temporary and permanent exhibits.

Qualifications:

- Student with a focus in history is preferred;
- Proficient with Microsoft Windows and Office Suite;
- Ability to take supervision and instruction;
- Experience in a retail environment is preferred.

Qualified candidates are invited to submit their résumé (complete with references and covering letter) in confidence by **Friday, June 2, 2017, 3:00:**

Human Resources Coordinator
Town of Kirkland Lake
PO Box 1757
Kirkland Lake, ON P2N 3P4
E-mail jobs@tkl.ca
Fax 705-567-4707

We thank all applicants for their interest, however only those under consideration will be contacted.

Personal information submitted is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of the candidate's selection.

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER
ACCOMMODATIONS FOR JOB APPLICANTS WITH DISABILITIES ARE AVAILABLE ON REQUEST**