



Township of St. Clair Community Services Department

The Township of St. Clair is currently seeking a motivated individuals for **summer student** positions at the **Moore** and **Sombra Museums** within the Community Services Department.

Museum Exhibit Officer – Moore Museum (1 position)

As part of a team with regular staff, the student will carry out the following tasks:

- Design, research, and install exhibits and temporary displays, including developing interpretive text and selecting artifacts.
- Create exhibit-related promotional materials and contribute to advertising and event promotion.
- Present guided tours and educational programs for children and adults, including first-person interpretation where appropriate.
- Support the planning and delivery of interpretive events, educational programs and general museum operations as required.
- Assist with social media and website updates by sharing behind-the-scenes content, collection highlights, and museum updates.

Curatorial Assistant – Sombra Museum (1 position)

As part of a team with regular staff, the student will carry out the following tasks:

- Implement interpretive programs, plan, and execute outreach activities such as Sombra Days education booth or at-home education kits.
- Design and install displays, catalogue artifacts, and research interpretive materials.
- Digitize records and archival materials.
- Social media and website management such as posting content on a regular basis and updating museum information.
- Support the planning and delivery of events, educational programs, and general museum operations as required.

Education and Qualifications:

The ideal candidate for these positions will be a post-secondary student in museum studies, library and information science, history, or related field. The candidate should also possess organizational and research skills, strong interpersonal skills, time management skills and the ability to work as a member of a team. Museum experience and database skills would be considered an asset.

These positions generally work from 9:30 AM to 5:00 PM. Hours may vary due to events and workload. The successful candidate(s) will be required to work weekends.

These are existing vacancies for the 2026 summer student season. The rate of pay for these positions will range from \$17.60 - \$25.20 per hour. Only those selected for interviews will be contacted.

Applications clearly marked "Museum Exhibit Officer", and / or "Curatorial Assistant" may be submitted to hr@stclairtownship.ca until 4:00 PM on April 9, 2026.

Please note this document is available in alternative formats upon request, to accommodate individuals with a disability beginning with the recruitment process. The Township of St. Clair is committed to providing accommodations for people with disabilities. If you require accommodation, please contact the Human Resources office and we will make all necessary arrangements to meet your needs.

St. Clair Township values the diversity of the people it hires and serves. Diversity at our Corporation means fostering a workplace in which individual differences are recognized, appreciated, respected and responded to in ways that fully develop and utilize each person's talents and strengths.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of the Municipal Act and will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for employment purposes.