



**Town of Atikokan**

**MUSEUM of  
ATIKOKAN**

***Job Posting: Contract Museum Assistant***

**Classification:** Contract, Non-Union

**Rate of Pay:** \$25.44 – \$29.14/hour

**Department:** Museum of Atikokan

**Job Summary:**

The Museum of Atikokan is seeking a Museum Assistant for a 6-month contract. The Assistant works closely with the Curator in the development and management of the museum. The duties of the Museum Assistant include:

- Assisting with the development and implementation of public programming activities and exhibits in a safe, efficient, and cost-effective manner, including research, outreach, and marketing to community groups.
- Assisting with the management of the collection
- Providing guided tours
- Monitoring the day-to-day environmental conditions
- Implementing and monitoring housekeeping
- In the absence of the Curator, managing the operation of the museum, directing staff and volunteer work
- Performs other duties as assigned

**Preferred Qualifications**

One of the following:

- Diploma in Museum Studies
- Ontario Museum Association Certification
- Graduate of a postsecondary Museum Studies Program with experience
- *Candidates with degrees in progress will be considered*

**Other competencies or skills:**

- Proficient computer skills; PastPerfect Collections Management system, Microsoft Office Applications, document construction and organization
- Strong customer service skills and interpersonal skills, possess a professional demeanor, and presence in the museum and front-line duties.
- In consultation with the Curator, de-accessioning, artifact, and archival record-keeping as part of the Collections Management policy, and housing artifacts and archival material according to standard museum practices
- Fabrication and installation of exhibits, experience conducting historical research and crafting historical interpretation that incorporates primary source materials and artifacts.

Please submit a detailed resume by mail or email, in confidence, by 3:00 p.m. on March 1, 2025, to:

Patti Nagle  
Museum Curator  
patti.nagle@atikokan.ca

*We thank all applicants, however, only those selected for interviews will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and shall only be used for candidate selection. Accommodations of persons with disabilities are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance.*