

Job Opportunity

Who We Are:

Clarington Library, Museums & Archives (CLMA) is a cornerstone of the community, partnering with other organizations to enhance cultural, educational and economic well-being. As an active connector for social interaction, learning and dialogue, CLMA fosters an accessible and welcoming environment. CLMA is a significant resource that is widely recognized and supported in the community as an innovative and progressive organization in a knowledge and information-based economy. We operate 4 library locations, 1 heritage centre and an additional 2 heritage buildings that are open by appointment only.

Our Team:

We love new ideas. Collaboration and innovation are at the heart of everything we do. Our team values open communication, mutual respect, and a shared commitment to excellence. Creativity is encouraged, and diverse perspectives are celebrated to foster an environment of inclusivity and continuous improvement. We prioritize professional development, providing regular opportunities for training and skill development. With a culture that encourages both individual autonomy and collective teamwork, you'll contribute to projects and initiatives that make a positive impact on the local community.

Our Values:

-  Curiosity & Ideas
-  Preservation
-  Innovation
-  Intellectual freedom
-  Community
-  Respect
-  Accountability

Your Opportunity:

Reporting to the Curator and Heritage Services Manager, the Member Service Associate – Exhibitions and Programs Specialist will be responsible for providing excellent customer service through the lens of discovery, local history, artifacts and exhibitions. You will have the opportunity to host group visits, develop and deliver programs, register new members, and assist with research inquiries. The successful applicant is expected to be available to work any shift during Library, Museums and Archives hours of operation and perform other duties as assigned.

Working Conditions:

Target Start Date: March 17, 2025
Salary Range: \$24.19 to \$28.15 per hour
Status: Temporary Part-Time Contract (Up to 6 months)
Schedule: Average of between thirty-two (32) and sixty (60) hours bi-weekly, including two (2) evenings per week and alternating weekends
Work Location: System-wide
Physical Demands: Shelving, bending, stooping, stretching, standing, lifting, pushing/pulling carts and boxes of materials.



Position Responsibilities:

- Performs scripted guided tours of the museum sites and exhibits to members of the public.
- Under the direction of policies, procedures and standards, adheres to site standards for maintaining public spaces.
- Creates and/or assists with the creation of displays.
- Research and installation of item exhibitions and other promotional materials to create awareness of services and programs.
- Under the direction of the Manager, Heritage Services and the guidance of predetermined policies and procedures, reviews artifacts and archival collection and makes recommendations for deaccessioning materials, with final decisions for the deaccessioning of artifact and archival items made by the Library Board.
- Reviews artifact donations for accessioning.
- Using predetermined policies, procedures and best practices and under the direction of the Manager, Heritage Services handles artifacts and materials to ensure the item is preserved and condition undisturbed by physical handling.
- Other duties as assigned.



Essential Qualifications:

- Completion of an accredited post secondary program in museum studies with one year of related work experience or an equivalent combination of education and experience to the satisfaction of the Library CEO.
- Knowledge and experience in preparing written displays of artifacts and planning of displays.
- Strong knowledge of museum resources, Ontario and Canadian history, and how to search for information.
- Proven ability to research exhibition content accurately and comprehensively and to select key content and/or stories suitable for target audiences.
- Knowledge and experience in maintaining artifacts and archival collection storage and handling procedures such as artifact conservation, restoration, and stabilization using approved conservation methods.
- Excellent interpersonal, communication, and presentation skills.
- Experience in, and comfortable with, working with large groups of children and members of all ages.
- Demonstrates a strong working knowledge of technological applications, including but not limited to, the Internet, electronic databases, social media and Microsoft Office software.
- Ability to work collaboratively and independently in a changing environment.
- Ability to balance multiple responsibilities and priorities.
- Willingness to learn new skills on the job.
- Valid First Aid Certification is considered an asset.
- A satisfactory Vulnerable Sector Check (VSC) is required prior to commencement of employment.



Application:

The Clarington Library, Museums, and Archives value diversity, equity, and inclusion within its community and workplace. We welcome applications from individuals of diverse backgrounds. Please submit your cover letter and resume in Word or PDF format by **Wednesday, February 12th, 2025** to the following confidential email address: resumes@cplma.ca quoting the job title and file number **2025-CLMA03AF**.

We thank all applicants for their interest; however, only those under consideration will be contacted. Personal Information is collected in accordance with the Municipal Freedom of Information and Protection of Personal Privacy Act and will only be used for candidate selection.

We are pleased to accommodate individual needs in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*, throughout our recruitment process. If you require accommodation at any time, please contact Human Resources.