



**Job Posting:** Curatorial Assistant

**16 Week Contract:** (35 hours per week, Tuesday-Saturday)

**Rate of pay:** \$16.55/hour

**Application deadline:** March 29, 2024

**Start date:** May 14, 2024

**About OMAH:**

OMAH is the steward of the community's art, history and culture by being actively engaged in the community and responsive to its needs. The museum creates exhibits and programs that will inspire the community to explore, experience and engage with art, local history and culture, as well support Orillia's growing arts community by providing facilities for workshops, education, and professional development.

**Purpose of Position:**

The Orillia Museum of Art & History (OMAH) is a not-for-profit charitable organization supported by numerous stakeholders and community partners. The Curatorial Assistant is an integral member of the staff team supporting the Arts and History Programming Coordinators in designing, developing, and delivering exhibitions and related programming both on-site and virtually. The Curatorial Assistant will be working with volunteers that support all areas of the museum's operations.

**Duties and Responsibilities:**

**The Curatorial Assistant will complete and/or assist with the following tasks and projects:**

**Exhibitions**

Exhibition planning (contributing to planning meetings)

Design (working on floorplans, exhibition cases, layouts)

Installation and de-installation (painting, hanging, adjusting lights)

Mount making (for small artefacts in cases, training provided)

Case installation (training provided, installing mounts, artefacts and labels)

Preparing reports from PastPerfect (generating reports for objects, art, archival materials to be considered for exhibitions)

Communicating with artists (regarding submissions, delivery, marketing materials, content for docent packages)

Artifact retrieval and preparation (training provided, accessing PastPerfect for objects, art, and archival materials, locating and updating records if locations are changed or items are to be exhibited)

Didactic research and writing (accessing research materials in the museum's library or external resources, writing documents using museum procedures for preparing content copy)

Preparing marketing copy (website and social media) as per museum procedure

Graphic Design (using online design programs, like Filmora, Canva or Adobe Creative Suite products to design promotional materials and/or exhibition didactics)

## **Programs**

Designing and developing a docent package for a selected exhibition (research, material collection, writing, training, piloting, evaluation)

Design, develop and deliver an exhibition tour

## **Capstone Project**

Research content for an exhibition about the history of lacrosse (accessing community resources, collaborating with community partners, museum library materials, navigating the permanent collection, and other external resources)

Writing (draft written materials using museum procedures, editing process, finalizing)

Artifact and art selection (using PastPerfect and external resources (training provided on preparing loan arrangements and documents)

Preparing marketing copy (website and social media)

## **Knowledge:**

- Post-secondary student enrolled in a degree or diploma program in either Library or Museum and/or Gallery Studies, History, Arts, Education, Communications)
- Working with volunteers an asset
- Interest in community engagement, arts, heritage

## **Skills:**

- Excellent computer software skills, in particular, using Excel, Word, social media, and database softwares, such as PastPerfect
- Design software experience an asset, but not a requirement
- Strong computer, organizational, communication (written and oral), problem solving skills
- Neat, organized, able to work independently and interdependently, welcoming to the public
- Flexibility to adjust to dynamic work environment
- ability to remain calm and interface effectively with members of the public, staff and volunteers
- courtesy towards colleagues

**Abilities:**

- work as a team member and independently, meet deadlines, creative thinker, innovative
- Proactive problem solver
- friendly and outgoing
- accountable and reliable

The Orillia Museum of Art & History (OMAH) is an equal opportunity employer and encourages applications from qualified candidates from visible minority groups, women, Indigenous persons, persons with disabilities, persons across the spectrum of gender identities, and others with the skills and knowledge to productively engage with diverse communities. Should you require accommodation during the interview process, please let us know so we can accommodate your needs.

To apply please forward your cover letter and resume to [executivedirector@orilliamuseum.org](mailto:executivedirector@orilliamuseum.org) in a single PDF document. Please note that we will only reply to candidates selected for consideration and interview.

This position is contingent on receiving funding from the Young Canada Works (YCW) program. Candidates must be eligible under the YCW guidelines, including being a Canadian Citizen, have refugee status, or a Landed Immigrant.