



Kawartha Settlers' Village

Artifact Conservator

Job description:

SUMMER EMPLOYMENT OPPORTUNITY

Kawartha Settlers Village

Artifact Conservator (30 hours/wk.)

\$14.00/12 weeks (Dependent on grants - grant restrictions apply)

- Coordinate spring cleaning of heritage buildings, displays and grounds in preparation for opening of season in May. Be responsible for the daily opening and closing of the heritage buildings when on site
- Within the budget, purchase supplies for use in artifact displays and storage.
- Receive, research and accession donated artifacts using Past Perfect software
- Update the documentation and photographing of existing items in the collection. Update our photographic record of items from the collection to be featured on our website and in the collections corner section of our e-newsletter
- Monitor condition of items in the collection. Prepare condition reports. Conduct regular inspections of heritage buildings/exhibits/ grounds to ensure that they are kept clean, tidy and safe for the enjoyment of our touring guests. Report any repairs or deficiencies noticed. Carry out minor maintenance on heritage buildings and exhibits.
- Assist Museum Committee to: Develop our long-range projections for our Archival & Artifact Collection. Plan and install new exhibits as well as integrate appropriate recently-donated items into existing displays.
- Assist the preparation for KSV events; working with volunteers, committee members, exhibitors when required.
- Assist with the educational Program when needed.
- Serve as team member to provide assistance on a relief basis in the Office. Some of the duties may include: greeting visitors, conducting tours, answering telephone calls and other tasks as required.

Pending grant approvals there will 1 position at Kawartha Settlers' Village. For more information, please visit our Facebook page: www.facebook.com/settlersvillage or www.settlersvillage.org

The successful candidates will have completed at least one year of post-secondary degree and will be going back to school in History, Cultural Studies, Museum Studies or Education, directly related experience will be an asset. The individuals should be able to work with the public, volunteers and be computer literate.

To be eligible, students must:

- be between 16 and 30 years of age at the start of the employment;
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- be willing to commit to the full duration of the work assignment;

We are an equal opportunity employer. We like to thank all who have applied for these positions but only those who have been selected for an interview will be contacted.

Those interested in applying for this position should forward a complete resume with cover letter to the address listed below no later than 4:30 pm Friday, April 6, 2018.

Or info@settlersvillage.org

Kawartha Region Arts & Heritage Society
85 Dunn St., P.O. Box 755, Bobcaygeon, Ontario Canada K0M1A0
705-738-6163 – www.settlersvillage.org