



The Municipality of Central Manitoulin is a single tier municipality which is situated 35 minutes from the Swing Bridge in Little Current and a quick 1 hour 45 minutes ferry ride from Tobermory. Central Manitoulin boasts walking trails, beaches, inland lake access for fishing, a popular hunting area. Proudly, we welcome thousands of tourists yearly to enjoy the nature Manitoulin has to offer. Home to approximately 2,235 permanent residents Central Manitoulin is a growing, effervescent community enriched with history. Currently we are recruiting for a:

Curator Intern

Job Type: Temporary Full Time (1 Year Contract)	Location: 2207 Highway 551, Mindemoya, ON
Deadline to apply: Until position is filled	Pay Scale: \$20.00-26.00/hour

Reporting to the Administrative Assistant/Payroll Clerk of the Municipality, the Curator will gain working experience with the public, inventorying artifacts, conducting research for exhibits, cataloguing various items from both text format and possessions. The Curator will gain knowledge in the software Past Perfect and help formulate tours of the Historical Society as well as collaborate with other groups throughout the Municipality.

What you'll do

- Engage with the public through the Welcome Centre.
- Run Tours throughout the busy Tourist season.
- Inventory and Catalogue artifacts.
- Install and deinstall exhibitions.
- Photograph objects
- Use Past Perfect Software
- Research origins and artistic history of artifacts.
- Train and supervise volunteers and students as necessary.
- Other duties as assigned.

What you'll bring

- The preferred candidate for this position is a postsecondary graduate with intent to work in the museum field.

- Good organizational, time management, verbal and written communication, ability to prioritize deadlines, problem solving and work in an environment where interruptions happen frequently.
- Must be able to lift and move heavy artifacts around.
- An independent thinker and someone who works well alone.
- A friendly, courteous person, who is comfortable speaking directly with the public.
- Knowledge of Manitoulin Island and Central Manitoulin is an asset.
- Ability to work independently with little supervision.
- Research and development policies, plans, and manuals for the Museum.
- Research and development educational programming for the museum and apply for funding applications for programming.
- Prepare and deliver curator report to Council and local boards monthly during internship period.
- A valid “G” or “G2” driver license with access to a reliable vehicle. There is no public transportation available.

Please note: This Position is funded by the Northern Ontario Heritage Fund Applicants must be. The applicants must have the following requirements to be a successful candidate.

- Candidate must be a new entrant into the work force.
- Candidate must not previously participate in Northern Ontario Heritage Funding internship in the 2020 Mandate.
- Candidate must be 18 years of age or older.
- Candidate must be legally eligible to work in Canada.
- Once hired, the candidate must reside in Northern Ontario community in which they are applying for.