



Aurora Historical Society - Assistant Museum Curator

The Aurora Historical Society is seeking an Assistant Museum Curator to assist the Curator/Manager with all aspects of Hillary House National Historic Site including inventory and accessioning of artifacts and historical interpretation of the historic house museum. This position will provide valuable experience for those considering a career in history, museum studies, collections, archives, or education.

30 hours per week, Tuesday to Saturday. \$17.20 per hour, for 15 weeks | May 20 – August 30, 2025.

Primary Duties and Responsibilities:

- Assist Curator/Manager with collections management including: research, artifact cataloguing, data entry to PastPerfect database, and preventative conservation.
- Provide excellent visitor experiences by conducting informative, friendly, and enthusiastic tours to the visiting public under the supervision and guidance of the Curator/Manager.
- Perform Gift Shop sales and intake.
- Assist Curator/Manager with researching, planning, and executing exhibits and programming.
- Assist Curator/Manager with creating content for social media, newsletter, and website.
- Perform basic maintenance of Museum and grounds.
- Any other tasks as requested by the Curator/Manager.

Qualifications:

- Must have a keen interest in history and museum studies, or other related disciplines. Enrollment/experience in a related field is an asset.
- Strong computer skills (Microsoft Office, research). Experience with Past Perfect an asset.
- Experience working with the public in a structured setting.
- Excellent organization, communication, problem solving, and interpersonal skills.
- Ability to take initiative and work independently as well as in a team setting.
- Must have excellent time management skills and the ability to multitask.
- Ability to work flexible hours, including weekends and evenings.
- Ability to follow and monitor a strict pandemic safety plan already in place.
- Must possess or be willing to train for Standard First Aid & CPR.
- Must possess or be willing to obtain a Vulnerable Sector Police Screening.

Additional Information:

- This is a seasonal position, funded by the Canada Summer Jobs program. Eligible candidates must comply with the requirements of this program.
- Candidates must be between the ages of 15-30 and legally entitled to work in Canada.

Interested candidates may submit a cover letter and resume to Kathleen Vahey, Curator/Manager at curator@aurorahs.com by May 11, 2025.

The Aurora Historical Society thanks all those who apply, but only those applicants selected for an interview will be contacted.