



Summer Employment Opportunity  
Collections & Outreach Assistant  
Full time: 35 hrs/wk  
Pay rate: \$18.50/hr

Do you love history, community, and working with the public? Have you ever wondered what it would be like to work in a museum? The Reach is seeking a dedicated and flexible candidate to participate in collections digitization and to lead a summer outreach initiative to promote learning about The Reach's historical collections and to provide the public with information to about exhibitions, events, and activities.

Each summer, The Reach participates in community and cultural events contributing to civic vitality, engaging with new people, and promoting our events and programs. We also rely on the assistance of summer employees to maintain a schedule of digitization work with our historical collections. Aside from these specific tasks, our candidate will also have the opportunity to gain hands-on experience in a variety of areas related to museum and gallery operations.

We're looking for a person who wants to explore a range of museum roles throughout the summer in the contract position of Collections and Outreach Assistant.

**What you'll learn:**

- The range of professional roles in museums and galleries and the variety of skills required for work in the sector;
- Art gallery and museum principles and practices;
- Public outreach strategies and activity design;
- Event coordination and activity facilitation;
- Collections management and digitization best practices;
- Technical skills using camera equipment, Photoshop, and PastPerfect software;
- Project management, leadership, and evaluation.

**What you'll do:**

- Design and coordinate outreach kiosks and activities at community events;
- Identify and implement other opportunities for outreach;
- Assist with social media content development;
- Collections related tasks including digital photography, cataloguing, and database management;
- Assist with public and educational programming and summer camps as needed;
- Assist with community events, visitor services, exhibition tours and special events as needed.

Our ideal candidate is flexible, creative, and has excellent organizational and time management skills. They will be comfortable working with the public and must be capable of working independently or as part of a team. They must also have a valid criminal record check and driver's license.

Students and recent graduates at the undergraduate or graduate level, or those with a background in visual art, museum studies, education, anthropology, history, cultural studies, art history, library and information science, cultural resource management, marketing and communications, or a related field are encouraged to apply.

The Reach is an equal opportunity employer and encourages applications from candidates who are Indigenous, visible minorities, persons who are differently abled, LGBTQ2+, or new Canadians.

**Rate of pay: \$18.50 plus 4% vacation pay**

**Proposed Work Term: June-August (8-12 weeks), 35 hrs/week (dependent on funding)**

### **Eligibility**

Applicants wishing to be considered for this job must be:

- between 15-30 years of age;
- legally entitled to work in Canada (Canadian citizens, permanent residents or have refugee status);
- willing to commit to the full duration of the work assignment.

### **How to Apply**

Cover letters and resumes will be accepted electronically and must be emailed to the Curator of Learning & Community Engagement, Andrea Orlosky, at [aorlosky@thereach.ca](mailto:aorlosky@thereach.ca)

Email your application documents as PDFs and include your name and "Collections and Outreach Assistant" in the subject line.

**Applications must be received by 11:59pm on Sunday April 7, 2024.**

We thank all applicants for their interest, however only applicants selected for an interview will be contacted.

Please note that this position is dependent upon the successful receipt of funding from the Canada Summer Jobs program.