

The County of Dufferin is an upper tier municipality which sits on the fringe of the Greater Toronto Area, about 100 km northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, rolling hills and excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 67,000 residents the area boasts fabulous restaurants, shopping and amenities. We are currently recruiting for a:

CURATORIAL AND COLLECTIONS INTERN (July 23 to December 21, 2024)	
JOB ID: C30-24	LOCATION: 936029 Airport Road, Mulmur, ON
JOB TYPE: Temporary Full Time (Non-Union)	DEADLINE TO APPLY: 4:30 p.m. on May 15, 2024

Reporting to the Curator, the Collections & Curatorial Intern will gain experience working on public outreach, inventorying artifacts, conducting research for blog posts, and exhibit installation. The successful applicant will also use PastPerfect Museum Software to inventory and catalogue approximately 150 artifacts in our Large Artifact Storage Room. The Collections Intern will also help the Curator install a temporary exhibit.

What we can offer YOU!

- A competitive hourly wage of \$22.19/hour
- Eligible to enroll in OMERS pension plan
- Access to Perkopolis; discount, reward and benefits program
- Access to an Employee and Family Assistance Program
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- A supportive and collaborative work environment

What you'll do

- Engaging with the public at outreach events to connect with community members and share information on our Collecting the Community Project, which aims to increase the diversity of the museum's collection and histories.
- Install/deinstall exhibitions
- Inventory and catalogue artifacts in our Large Artifact Storage Room
- Use Past Perfect Software
- Create social media collateral to share stories and research uncovered through work at the museum
- Condition report objects
- Photograph objects
- Other duties as assigned

What you'll bring

- The preferred candidate for this position is a post-secondary graduate (last 24 months) with intent to work in the museum or archives field; not-for-profit sector, or government.
- Good organizational, time management, verbal and written communication skills, ability to prioritize, meet deadlines, problem solve, and handle multiple duties and interruptions effectively.
- Must be able to lift and move artifacts, up to 20 lbs.
- Ability to self-motivate, problem-solve and work collaboratively.
- A friendly, courteous personality, who is comfortable speaking to members of the public and representing the Museum of Dufferin offsite.
- A combination of lived and learned experiences is valued in this position.
- A valid "G" or "G2" driver's license with access to a reliable vehicle, as there is no public transportation or ride-sharing available to this job site



Please Note: This position is subject to the receipt of a Young Canada Works (YCW) grant. YCW applicants must be under 30 years of age, Canadian Citizens or Permanent Residents, and a recent post-secondary graduate.

The County of Dufferin strives to provide exceptional customer service to all its residents and visitors. To effectively do so, all positions at the County of Dufferin require a commitment to upholding the County's equity mandate through on-going and mandatory training and examining our day-to-day operations and impacts through an equity lens. Therefore, throughout the selection process, candidates will have demonstrated their ability to be anti-racist, equitable, inclusive, and respectful.

Ready to apply?

Interested applicants are invited to submit a resume and cover letter before the closing date and time to: hr@dufferincounty.ca

As an organization, we recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, to better reflect the growing diversity of our region.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples.
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin.
- Persons with visible and/or invisible (physical and/or mental) disabilities.
- Persons who identify as women; and
- Persons of marginalized sexual orientations, gender identities, and gender expressions.

We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our workplace.

All applicants are thanked for their interest. Those chosen for next steps in the selection process will be advised by June 15, 2024. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.