

## JOB POSTING DETAILS

|                    |                                                       |                     |              |
|--------------------|-------------------------------------------------------|---------------------|--------------|
| <b>Employer</b>    | Township of Macdonald, Meredith & Aberdeen Additional | <b>Job Type</b>     | RI           |
| <b>Job Title</b>   | Museum/Lending Library Assistant                      | <b>Duration</b>     | 15 weeks     |
| <b>ES Job ID</b>   | 12678                                                 | <b>Location</b>     | NA           |
| <b>Date Posted</b> | May 19, 2022                                          | <b>Closing Date</b> | May 31, 2022 |

### Job Overview - Description & Duties

TOWNSHIP OF MACDONALD, MEREDITH AND ABERDEEN ADDITIONAL  
Museum/Lending Library Assistant

If you are returning to university or college in the fall as a full time student, then this is an opportunity for you!  
The Museum/Lending Library Assistant will be responsible to oversee the day-to-day operations of the Museum and Lending Library which are hosted in the same building. This job will have you creating, organizing and developing displays and events for the museum, as well as a reading program for children. Your technological skills will be put to the test, and you will learn about local historical people and artifacts. A successful candidate for this position would have strong organizational skills, effective time management, prioritizing their tasks as well as multi-tasking. Being creative and innovative with a keen eye for attention to detail would definitely be an asset. With the uncertainty of the Pandemic and the restrictions that go along with, we are looking for a creative individual that is motivated to promote our Museum/Lending Library in innovative ways.

Start date: June 13, 2022 - August 19, 2022 (10 week opportunity)  
Wage: \$15.50 per hour

### Required Skills

- Must be in College/University and returning to school full time

### Other Requirements

NA

### How to Apply

Township of Macdonald, Meredith and Aberdeen Additional  
208 Church Street, P.O. Box 10  
Echo Bay, ON P0S 1C0  
OR  
Email: twpmacd@onlink.net

Contact 704-248-2441 or 705-248-1166 for more information.  
Deadline for your resume is TUESDAY, MAY 31, 2022, AT 4:30 PM