

The Town of Perth is currently recruiting for a Curatorial Assistant - 2 positions



Posting Date:	March 4, 2025
Closing Date:	March 28, 2025
Salary Range:	\$16.22 to \$19.35
Hours of Work:	Up to 40 hours per week during school breaks
Classification:	Non-union and Pay Panel PT1
Status:	Seasonal and Contract from May 7 to September 14, 2025

The Town:

At the Town of Perth, we offer exciting employment opportunities in a workplace that values diversity, collaboration, and community engagement. Working with us means being part of a team that makes a real difference in the lives of our residents. Whether you're starting your career or looking for new challenges, we can't wait for you to join us!

The Opportunity:

The Curatorial Assistant will assist with collections management, exhibition installation, data entry, object photography, customer service, program planning and light housekeeping. These 2 positions are subject to funding from Young Canada Works and/or Canada Summer Jobs. The successful candidate must meet the eligibility criteria as determined by these grants.

[Young Canada Works](#)
[Canada Summer Jobs](#)

What you will do:

- Provides Customer Service at the Museum and Visitor Information Centre.
- Provides general reception duties for the Museum and Visitor Information Centre and responds to inquiries in a professional, timely manner.
- Provides guided tours
- Tracks attendance to the Museum and Visitor Information Centre.
- Facilitates gift shop sales
- Opens and closes the Museum and Visitor Information Centre and provides general daily security of collection and facility
- Supports the Museum collection (digitizing, documenting, organizing historical files and artefacts)
- Assists with research requests as required

The Town of Perth is an equal opportunity employer and values diversity in our workforce, encouraging applications from all qualified individuals. Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the [Human Resources Administrator](#) as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the [Human Resources Administrator](#).

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- Regularly cleans the Museum and Visitor Information Centre, including vacuuming, washing floors, dusting, cleaning of washrooms, removal of garbage and recycling
- Assists with the ordering of cleaning supplies with the Administrative Assistant/Heritage
- Assists with special events, exhibits, programs, and social media
- Performs other duties as directed by the Heritage Tourism Manager

The above generally describes the responsibilities involved with the position however is not intended to be an exhaustive list.

What you will need:

- Basic literacy and willingness to learn
- No experience required
- Computer Skills - MS Word
- Excellent interpersonal and communication skills
- First Aid/ CPR Certification (or willing to take)
- Customer service training an asset
- Ability to work independently.

What we are offering:

The Town of Perth is proud to offer the following benefits with this job:

- Public Holiday pay
- Vacation pay

The Next Step:

If you have the necessary skills, experience, and qualifications, and you can support our core values, we invite you to submit your application using the apply now link below.

[APPLY NOW](#) or visit our [Employment page](#) for other opportunities.

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