



Cottonwood Mansion Museum

Box 56, 740 Haldimand Rd. #53

Selkirk, ON N0A 1P0

Telephone: 905-776-2538

Email: cottonwoodmansion@gmail.com

www.cottonwoodmansion.ca

2020 Summer Student Museum Assistant Administrator

Hours of work: 30 hours/week

Length: 9 weeks

Wage: \$14.25/hour

Cottonwood Mansion Museum is an Italianate-style mansion built c. 1865-1870 by William Holmes Jr. as a private residence. The 15 room restored Victorian mansion exhibits life in the Victorian era and some of the original furniture is on display. Now a living museum, the mansion is open for tours, and available for rentals for a variety of events. A number of scheduled events take place annually, most with a Victorian flavour in keeping with the mission statement of the Cottonwood Mansion Museum to sustain and maintain the Mansion and provide experiences of the Victorian Era.

Cottonwood Mansion Museum is looking for one (1) Museum Assistant Administrator to assist in the daily operations of the Museum.

Duties and Responsibilities:

- Provide materials for self-guided tours and answer queries regarding the Mansion and exhibits.
- Responsible for admission transactions, answering phone inquiries and the day to day operations of the museum.
- Answer Mansion rental inquiries.
- Assist in the running of special events hosted by Cottonwood Mansion Museum.
- Assist in the maintenance of artifact records, research, and curation of artifacts.
- Weekdays, weekends, and holiday hours will be required
- Other duties as assigned

The successful candidate must be able to work independently and be self-motivated. The candidate must have a positive attitude and excellent communications skills

The applicant must:

- be registered as a full-time college or university student in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act 2; and,
- be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Previous experience working in a museum considered an asset.

To apply: Email your resume and cover letter by Saturday, November 21, 2020 at 11:59pm to:

Brittany Van Dalen
Curator