

Pickering is a vibrant, connected, and engaged community that is experiencing both significant economic and residential growth. We continue to evolve as a preferred destination for creative learning, memorable events, and unique experiences, and are seeking passionate candidates that are committed to joining us on our journey.

Our dedicated, energetic staff are guided by our core values and corporate priorities, which fuel an inclusive culture and encourages teamwork, customer service excellence, and personal and professional growth.

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## Seasonal Museum Guide

(Term Position, until December 31<sup>st</sup>, 2022 – \$19.70/hr)

Work with a dynamic and creative team to deliver arts, heritage and cultural programs to the community. Grow your skill set in customer service, program delivery, heritage, arts, history and culture. Great for local students, those studying history, those interested in a career in teaching, or those interested in a career in the arts.

### Successful applicants will possess the following:

- Full-time attendance in a secondary or post-secondary educational institution. **\*\*Recent graduates will also be accepted\*\***
- Has completed full-time studies in the preceding academic year. Intends to resume full-time attendance in the next academic year.
- Experience in working in a front-line customer service role is an asset.
- Experience in heritage program facilitation is an asset.
- Previous general cashier experience is an asset.
- Well developed interpersonal, and communication skills (oral and written in English).
- Strong presentation skills in guided tours, or providing information to the public.
- Knowledge of local historical events and 19th century domestic crafts, cooking, and industrial skills (like blacksmithing or leather work) is an asset.
- Ability to deal courteously and professionally with staff, volunteers, and members of the public.
- Basic proficiency in the use of personal computers, Windows based software applications, and other software relevant to the position.
- Must hold a current Standard First Aid, Basic Rescuer CPR-C and Auto External Defibrillator (AED) certifications.
- Must have reliable transportation to and from the Museum.
- Must be willing to work evenings, weekends and holidays as required. Shifts are typically from Wednesday to Sunday.
- Must be prepared to undergo a Vulnerable Sector Screening as a condition of employment.

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Qualified candidates may submit a detailed resume or [online application](#) form by noon on **Monday, August 15, 2022** to:

Human Resources Associate  
Human Resources Department  
One The Esplanade  
Pickering, ON L1V 6K7

**By Email:** [hr@pickering.ca](mailto:hr@pickering.ca)  
**By Fax:** 905.420.4638  
**Online:** [pickering.ca/employment](http://pickering.ca/employment)

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We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act and will be used for the purpose of candidate selection. An equal opportunity employer, all employees are governed by the City's Mandatory Vaccination Procedure. Please contact Human Resources if you require accommodations throughout the recruitment process. Documents are available in alternate formats upon request.

The City of Pickering is committed to inclusive, accessible, and barrier-free employment practices and to creating a workplace that reflects and supports the diversity of the community we serve. We encourage and welcome applications from qualified applicants including members of racialized groups, Indigenous Peoples, persons with disabilities, and persons of any sexual orientation or gender identity. Please let us know if you require an accommodation and we will work with you to ensure a barrier-free hiring process.

## **An Equal Opportunity Employer**