

Summer Student Curatorial & Programming Assistant (Museum) (Job # 2026-003-EI)

Department:	Community Services – Museum & Heritage Services
Status:	Full Time, Temporary
Date Posted:	January 5, 2026
Date Closing:	January 19, 2026
Number of Positions:	1
Scheduled Hours/Shifts:	30 hours per week, including weekends
Salary:	\$18.49 - \$20.79 per hour

Why Stouffville

Working for the Town of Stouffville means being a part of one of HRD Canada's Best Places to Work. Here, we foster a sense of belonging as a tightknit workforce. The Town is dedicated to supporting employees by offering competitive wages, opportunity to participate in OMERS pension plan, flexible schedules, complementary gym membership and access to our employee discount program.

Position Purpose:

The Whitchurch-Stouffville Museum & Community Centre is accepting applications for a Curatorial & Programming Assistant. This is a grant-supported summer position from May 19 – August 29, 2026. Requires working on weekends (Work week schedule: Tuesday through Saturday, 9:30 am to 4:00 pm. Some flexibility is needed for specific events & programs that occur outside regularly scheduled hours. This position assists with all aspects of cataloguing and proper storage of artifacts, as well as preparation of necessary donor forms; assisting with the development of new programs and programming strategies. The position includes data entry, collections management, the inventorying of a portion of Museum's collection, assisting with the planning & delivery of events and programs, and assisting with research requests. Duties also include greeting visitors, providing tours, working with volunteers and some administrative support and outreach.

Qualifications and Requirements:

- Currently enrolled in post-secondary education in History, Education, Fine Arts, Cultural Studies or related field.
- Must be a full-time student aged 16-30 and registered in the YCW candidate inventory accessible on the YCW website as per the Young Canada Works in Heritage Organizations program guidelines (eligible students must be in high school, college, CEGEP or university). Students must intend to return to full time studies in Fall 2026.
- Interested in local history, genealogy, public history or a related area
- Strong research, analytical and communication skills with a high level of attention to detail and the ability to work independently on specific tasks
- Computer proficiency with Office Suite; knowledge of FilemakerPro database software or similar is an asset
- Superior customer service and public relations skills
- Experience with public speaking, providing tours, and working with children an asset
- Successful Vulnerable Sector Screening required

How to apply:

Please forward your resume in confidence by **January 19, 2024 at 4:00 p.m.**, identifying **Job # 2026-003-EI** in the subject line to hr@townofws.ca.

Please save your resume in PDF version and save the document in the following format: *Full name, Position Title*.

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.