



Job Description Summer Gardens Assistant

Summary:

Reporting to the Curator Director, the Summer Gardens Assistant supports Eldon House in its goal to be a prime destination for patrons interested in gardens, grounds and programming at London's oldest home and heritage museum. Eldon House employs one Gardens Assistant, who works together with staff and volunteers to ensure patrons enjoy a pleasant onsite experience. The main focus for this student is the presentation of the site, its gardens and accompanying programming through the months of July and August.

Key Objectives:

- Planting and pruning of plant material, and day-to-day maintenance of the grounds and gardens, under supervision of the Curator Director and Grounds and Facility Maintenance Coordinator.
- Contribute to special projects on the grounds and in the Interpretive Centre and greenhouse.
- Assist with the summer tea program, including grounds set up, presentation and facility care.
- Liaises with the on-site visitors and acts as an ambassador of Eldon House.
- Perform other related duties, as assigned.

Qualifications:

- A Canadian citizen.
- Between the ages of 15-30.
- Self-motivated with capacity to work independently and collaboratively.
- Strong interpersonal, organizational and time management skills.
- Familiarity with Workplace Hazardous Material Information Systems (WHMIS) an asset.

Dimensions:

This position is a Canada Summer Jobs project funded through Service Canada and is part of the CUPE bargaining unit. This position is a temporary, short-term role. It is a 30-hour workweek, running 5 days a week (Monday through Friday). This summer position operates from June 25 to August 28, 2020.

Eldon House is an equal opportunity employer. We thank all applicants, but must advise only those selected for an interview will be contacted.

Please submit a cover letter and resume in writing via email by 5:00pm, Friday, March 27, 2020 to:

Nicoletta Michienzi
Eldon House Museum Coordinator
Email: nmichienzi@eldonhouse.ca