



Job Description Museum Assistant

Summary:

Reporting to the Curator Director, and liaising with Program Coordinator and Museum Coordinator, the Museum Assistant supports Eldon House in research, collections management, public programming, and social media initiatives at London's oldest home. Eldon House employs one Museum Assistant who works together with site staff to ensure successful completion of projects outlined by the Eldon House staff.

Key Objectives:

- Works with the Curator Director on collections-based work including conservation.
- Assists the Museum Coordinator in photographing and editing collection images and records.
- Conducts research into Eldon House and historical events experienced by the Harris Family.
- Formats and creates appendices for a diary publication and transcription work.
- Creates videos and social media content that reflect Eldon House as a heritage institution.
- Works to create a positive digital presence for Eldon House.
- Works with the Program Coordinator on public programming initiatives.
- Assists with events including fundraiser's, outreach, daily programming, and educational programs.
- Assists with the execution of the Summer Tea Program
- Performs other related duties, as assigned.

Qualifications:

- A Canadian citizen.
- Between the ages of 15-30.
- Strong interpersonal, organizational and time management skills.
- Self-motivated with ability to communicate effectively with customers and co-workers.
- Excellent customer service with capacity to work independently and collaboratively.
- Experience with serving and cash handling an asset.
- Training in a heritage sector is an asset.
- Experience with museum collection software, PastPerfect is an asset.
- Familiarity with Workplace Hazardous Material Information Systems (WHMIS) an asset.
- A Food Handling Certification is an asset.
- A SmartServe license is an asset.
- Diverse linguistics is an asset.
- Work contains physical tasks. The applicant must be able to lift a minimum of 30 lbs.

Dimensions:

This part-time position is a Canada Summer Jobs project funded through Service Canada and is part of the CUPE bargaining unit. It is a 30-hour workweek, running 5 days a week (Thursday through Monday, dates subject to flexibility based on events) between the hours 11:00 and 5:00 p.m. This position operates with the anticipated dates of June 24-August 30, 2026.

Remuneration for this role is \$18.33/hour.

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

Please note that this is a granted position. Candidates must make a commitment to the position for its duration.

Please submit a cover letter and resume in writing via email by 5:00pm, Tuesday, April 21, 2026 to:

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

*** Please note that this position is subject to external funding and start dates will be confirmed shortly. ***