



The Diefenbaker Canada Centre is recruiting!

The Diefenbaker Canada Centre is recruiting for a temporary, full-time Exhibit and Collections Assistant for the period May 3 to August 21, 2021, with the possibility of extension.

The hourly rate of pay will be based on experience and qualifications and will not be less than \$15.75.

Candidates must be a current undergraduate university student who has completed ideally at least two years of study; preferred fields are education, political or international studies, history, or other humanities fields. The candidate must be returning to full-time studies in the fall. This position will proceed subject to funding from [Young Canada Works](#) and/or [Canada Summer Jobs](#), and applicants must meet the eligibility requirements for both of these programs.

The Exhibit and Collections Assistant (ECA) will work at the DCC under the guidance and mentorship of the Curatorial, Collections, and Exhibits Manager on a range of exhibit- and collections-related projects to gain transferrable skills required for a career in museology. Specific objectives will include:

- Conducting preliminary research and assist in the initial exhibit design for the DCC's new exhibit 'Becoming Lieutenant Governor'.
- Gaining museological experience through assisting with the installation of the traveling exhibit, "Cipher|Decipher" from Ingenium Canada to be on display at the DCC in June 2021.
- Creating social media posts that are focused on the DCC's collections and exhibits to create an engaging virtual atmosphere that encourages participants of all ages to engage with the ideas of citizenship, leadership, and Canada's role in the international community and inspire the DCC's patrons to share stories and engage their curiosity.
- Training under the CCEM to learn and apply artefact-handling skills that adhere to professionally recognized museum collection standards and contributing to improving care and access to the extensive artefact collection.
- Initiating the digitization of the Little Stone Schoolhouse (LSS) artefact documentation.
- If the DCC is able to re-open and meet all COVID-19 requirements, the ECA may be called to answer questions about the DCC and its collections from museum patrons.
- As time allows, the ECA may have the opportunity to deliver in-person or virtual gallery and campus tours and attend community events relating to topics that are included in the DCC's mandate.

The ideal candidate is passionate about Canadian history and will have some general familiarity with, or the willingness to learn, the following skill set:

- Experience working in a museum or heritage setting
- Be culturally aware and have a desire to work with people of all ages and backgrounds
- Excellent verbal and written communication skills

- Strong research skills and the ability to learn and retain historical information
- Flexible and able to adapt to change in a fast-paced setting
- Organizational skills and the ability to set and adhere to work priorities
- An understanding of Canadian and Indigenous history, governance, and politics
- Ability to set and meet deadlines while working on multiple projects and to take initiative
- Ability to work effectively both independently and as part of a team
- A commitment to exceptional customer service, including a tactful, responsive, pleasant, and effective manner in person, phone, and email communication
- Ability to problem solve effectively in an independent manner
- Basic computer skills, including familiarity with MS Office; experience with InDesign would be considered an asset
- Experience in data entry and/or working with database software would be considered an asset
- This position requires flexibility and will include weekend shifts
- The ability to communicate in French (written and oral) would be considered an asset.

How to apply

Applications will be considered beginning **April 12, 2021**, and will be accepted until the position is filled. Applying early is encouraged.

To apply, the following information **must be submitted in a single PDF file** to jsgs-hr@usask.ca (note that the subject line of the email must state the position title: *Exhibit and Collections Assistant*):

- Resume
- Cover letter stating how you meet the qualifications, why this position appeals to you, and what you feel you can bring to the Diefenbaker Canada Centre team
- Names and contact information (email address and phone number) of three references

About the DCC

The DCC's purpose is to help people make meaningful and personal connections to ideas of citizenship, leadership, and Canada's role in the international community. Programs and activities offered by the DCC aim to inspire participants to have optimism about Canada's political culture and history, to take advantage of our democratic heritage, and to challenge their own notions of Canadian leadership and citizenship in an ever-changing community.

For more information, visit <https://www.usask.ca/diefenbaker/>.