



**THE CORPORATION OF THE COUNTY OF PRINCE EDWARD
JOB OPPORTUNITY
COMMUNITY DEVELOPMENT
TEMPORARY INVENTORY & COLLECTIONS MANAGEMENT ASSISTANT
FILE #: 2019-32**

The County of Prince Edward is an island community on the shores of Lake Ontario with a proud United Empire Loyalist heritage. Boasting beautiful beaches and a unique rural landscape, the County offers serene country living. Our strong agricultural roots, thriving tourism attractions, renowned regional cuisine, and growing wine industry combine to offer a unique and unmatched quality of life.

Our Human Resources Department is currently accepting applications for the temporary position of **Inventory & Collections Management Assistant for the duration of approximately 30 weeks.** Reporting directly to the Head Curator, the Inventory & Collections Management Assistant will conduct an inventory of artifacts at Macaulay Heritage Park, update database records and support collections management projects at the site. This position will work in cooperation with Curatorial staff at The County Museums.

The ideal candidate will possess the following qualifications:

- Post-secondary education in Museum Studies and/or 2 years of relevant experience
- Excellent multi-tasking and prioritization skills with the ability to remain flexible to varied demands and deadlines
- Ability to work independently and as part of a team
- Database knowledge required; experience with Past Perfect preferred
- Proficiency in Microsoft Office applications
- Strong oral and written communication skills
- Valid "G" Driver's licence
- Proof of a satisfactory criminal background check

The current hourly rate of pay for this temporary full-time position is \$20.00 per hour, plus 4% in lieu of vacation. Please submit your cover letter and resume prior to **4:00 pm on June 24, 2019** to careers@pecounty.on.ca.

We thank all candidates for their interest, however, only those selected for an interview will be contacted. We are an equal opportunity employer and support applicants with disabilities. Accommodations are available upon request throughout the recruitment process. Please email your request or call (613) 476-2148 ext. 1042.

The personal information being collected will be used in accordance with *The Municipal Act* and *The Municipal Freedom of Information and Protection of Privacy Act* and shall only be used in the selection of a suitable candidate.