



Quinte Museum of Natural History

Join Our Team: Museum Assistant

Organization: Quinte Museum of Natural History

Position Title: Museum Assistant

Employment Type: Temporary Full-Time (Summer Position)

Program: Canada Summer Jobs (CSJ)

Location: Quinte West, Ontario

Wage: \$18/hour

Duration: July 2, 2026 – August 31, 2026 (35 hours/week)

About Us

The Quinte Museum of Natural History is dedicated to inspiring curiosity and fostering a deeper understanding of our natural world. Through engaging exhibits, and dynamic programming, we provide an enriching experience for visitors of all ages. Join us in our mission to inspire discovery, conservation, and stewardship of our natural heritage.

Position Summary

The museum assistant will be an integral part of the Quinte Museum of Natural History team through their support of museum admissions, programming, events, and social media. They will have the opportunity to work for a new museum, providing valued input in the development of the institution while gaining practical experience in the heritage sector.

Key Responsibilities

- Working with the Executive Director to plan and execute social media and marketing content on social platforms (Facebook, Instagram, TikTok, YouTube)
 - Working with the Executive Director to plan, research, and write blog content
 - Operating admissions independently, including ticket sales and gift shop sales
 - Providing excellent customer service
 - Working with staff and volunteers to run events throughout the summer
 - Assisting in cleaning and maintenance of exhibit displays and museum spaces
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Qualifications

- A student with a passion for history, education, museum studies, fine arts, or science
- A student with experience using social media platforms
- A student with the ability to write and speak English proficiently
- A student who is a team player and can work independently and take direction
- A student who is responsible, flexible, self-motivated, and able to maintain a positive and professional attitude

Eligibility Requirements

This position is dependent on grant funding through Canada Summer Jobs (CSJ) programs, and is subject to funding approval. Participation must meet the following criteria:

- Must be a Canadian citizen or a permanent resident, or have refugee status in Canada; (Note: Non-Canadian students holding temporary work visas or awaiting permanent status are not eligible.);
- Must be legally entitled to work in Canada;
- Must be between 15 and 30 years of age at the start of employment;
- Must be willing to commit to the full duration of the work assignment;
- Must not have another full-time job (over 30 hours a week) while employed with CSJ

Why Join Us?

- Gain hands-on experience in a natural history museum.
- Enhance your knowledge of fossils and paleontology while developing valuable professional skills.
- Work in a collaborative environment dedicated to education and conservation.
- Access mentorship and networking opportunities to advance your career in heritage and museums.

Application Process

Submit your resume and cover letter to Deanna Way, Executive Director (deanna@quintemuseum.ca) by May 16, 2026. Please include "CSJ Museum Assistant Application" in the subject line.

Equity and Accessibility

We are committed to inclusive hiring practices and encourage applications from youth with disabilities, Indigenous youth, visible minorities, and new Canadians. Please let us know if you require accommodations during the application process.

Join the Quinte Museum of Natural History this summer and make a meaningful impact in the field of natural history and heritage preservation!