

Exhibition Projects Assistant (YCW Building Careers in Heritage)

Canadian Centre for the Great War/Centre canadien pour la Grande Guerre

Job location:

Montreal, QC

Length of assignment:

2021-09-13 – 2022-03-31

Hourly wage:

\$20.00

The Canadian Centre for the Great War, a Montreal-based heritage collection and research centre, is recruiting an Exhibition Projects Assistant for a 30-week paid position. Reporting to the Curator, the Exhibition Projects Assistant will be responsible for assisting in the development and circulation of the Centre's 2022 travelling exhibition "Shell Shocked: Trauma in the First World War and the Long Road to Recovery", as well as developing in-house exhibitions and an exhibition plan for 2023.

The incumbent will have a recently completed advance degree in history, the humanities, museum studies or a related discipline, with demonstrated interest in public history or museum studies. The hourly rate is \$20/hour for a 35-hour work week; the incumbent will be expected to work on Saturdays.

Responsibilities:

- Research as related to the planned exhibitions
- Exhibition writing as related to the planned exhibitions
- Assist in defining and developing marketing strategies for the travelling exhibition
- Assist in the organisation of the circulation period including booking venues, invoicing and arranging travel
- Assist in the development of the 2023 exhibition plan; perform some grant writing tasks as required

Requirements:

- Recently completed post-secondary degree in history, the humanities, museum studies or related discipline
- Proficiency in Microsoft Office Suite, including Excel
- Highly developed time management skills and an ability to work independently
- Demonstrable communication skills in both English and French

- Demonstrable research experience, a focus on the First World War is an asset

This position is funded in part through the Young Canada Works at Building Careers in Heritage program, and all applicants must be registered in the YCW candidate pool and meet the current YCW-BCH eligibility criteria. An individual may be eligible for an internship if they:

- are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status are not eligible);
- are legally entitled to work in Canada;
- are between 16 and 30 years of age at the start of employment;
- are willing to commit to the full duration of the work assignment;
- will not have another full-time job (over 30 hours a week) while employed with the program;
- are unemployed or underemployed;
- are a college or university graduate; and
- are not receiving Employment Insurance (EI) benefits while employed with the program.

Note: Priority will be given to graduates that have not previously participated in YCW internship programs.

Details: <https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/careers-heritage-graduates.html>

The Centre is committed to equity in its policies, practices and programs, supports diversity in its work environment and ensures that applications for members of underrepresented groups are seriously considered under its employment equity policy. All qualified individuals who would contribute to the further diversification of the history community are encouraged to apply.

Please submit a CV and covering letter to the attention of Caitlin Bailey, Executive Director and Curator, at info@greatwarcentre.com no later than **August 20, 2021**.