



**Museum Assistant – Seasonal Student Position 2025**  
**Township of McNab/Braeside Parks & Recreation Department**

**Position Overview:** Waba Museum is seeking a motivated student for a part-time Museum Assistant role. This is an excellent opportunity to contribute to the cultural sector while building valuable skills in hospitality, museum studies, and horticulture. The successful candidate will play a key role in welcoming visitors, providing educational insights about our exhibits and local history, and supporting the Museum Curator with daily operations.

**About Waba Museum:** Nestled on 8 acres of scenic heritage grounds, Waba Museum is a cultural gem in the Ottawa Valley. Our beautifully maintained gardens and historic buildings provide the perfect backdrop for community events such as the annual HerbFest in July and elegant wedding ceremonies. We are dedicated to preserving local history and fostering community engagement.

Start Date	May 12, 2025
End Date	August 29, 2025
Hours	25 hours per week
Rate of Pay	minimum wage
Location	Waba Cottage Museum and Gardens, 24 Museum Rd. White Lake ON

**Duties:**

- Daily opening / closing of the museum
- Welcome and engage with visitors
- Conduct tours of the Museum buildings and grounds
- Label and catalog exhibits
- Prepare informative and attractive displays
- Aid in preparations required for special events
- Maintain accurate records of daily activity
- Routine cleaning as required
- Other duties as assigned

**Skills/ Abilities/ Work Demands:**

- Must be a registered student for 2025 at either a secondary or post-secondary school
- Ability to communicate effectively orally and in written form in a professional manner
- Familiarity of the history of McNab/Braeside and the surrounding area
- Proficient computer skills (email, Word, Excel, web browser)
- Aptitude to think critically
- Ability to lift and adjust equipment up to 20 lbs.
- Capability to perform duties outdoors in inclement weather
- Available to work during museum operating hours, with flexible hours required at times to support events.
- Available on the following dates (regular shift unless indicated); June 26, 27, 28 (available until 2:30 pm), July 26, 27 (longer day), 28 and August 11-15 (modified shift for camp).

- Ability to work collaboratively with staff and contribute to a positive work environment.
- Ability to work unsupervised with efficiency
- Previous experience in a museum related setting is considered an asset
- Ability to speak French is considered an asset

Please submit your cover letter and resume in confidence, clearly marked quoting "Museum Assistant", no later than March 31, 2025, at 9:00 a.m. to:

Andrea Lamontagne

Email: [andrea@mcnabbraeside.com](mailto:andrea@mcnabbraeside.com)

Drop off or mail: Township of McNab/Braeside, 2473 Russett Drive, Arnprior, ON K7S 3G8

The Township of McNab/Braeside is an equal opportunity employer. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Personal information and any supporting material will be administered in accordance with the Municipal Freedom of Information and Protection of Privacy Act.