



Museum of Ontario  
Archaeology  
*History In Your Hands*

## **Education Assistant: Work Study Job Posting**

The Museum of Ontario Archaeology is seeking Education Assistants. This work study position is available throughout the year.

Education Assistants ensure museum guests have a positive museum experience and are responsible for delivering curriculum focused school programs, tours, and family programs.

Key responsibilities include:

- Providing exceptional customer service by delivering quality programming.
- Engaging visitors by sharing the museum's stories through hands-on activities, demonstrations, and tours.
- Engaging children by delivering curriculum focused programs in a fun and welcoming atmosphere.
- Ensuring public and classroom areas are clean and gallery activities are well maintained.

The ideal candidates will have the following skills:

- Strong customer service and communication skills; ability to engage and converse with people of all ages and backgrounds
- A positive attitude and strong work ethic which strong attention to detail.
- Comfortable speaking to groups of people
- An interest of archaeological practices and Canadian Aboriginal history.
- Ability to work with diverse groups of people including children.

Note: Students will work off campus at the Museum of Ontario Archaeology (located near Wonderland Rd and Fanshawe Park Rd). Evening and weekend shifts may be scheduled as needed. The position also involves working in an outdoor environment for some program activities with exposure to seasonal temperatures, direct sunlight and insects.

To be eligible for this position you must be a Western University student and approved for the work study program through the Office of the Registrar, Student Financial Services

Please e-mail resume and cover letter to:

Katie Urban, Learning Coordinator  
Museum of Ontario Archaeology  
1600 Attawandaron Road  
London, ON N6G 3M6  
519-473-1360 (81393)  
[katie@archaeologymuseum.ca](mailto:katie@archaeologymuseum.ca)

# **Education Assistant: Work Study Job Description**

Under the direction of the Learning Coordinator, the Education Assistant is responsible for delivering interactive curriculum focused programming to students. The Education Assistant assists the Learning Coordinator with development and preparation of curriculum based education programming, gallery and site tours, and simulated archaeology digs. The Education assistant will also deliver birthday parties and community group (ex. Scout groups) programming as needed.

## **RESPONSIBILITIES:**

### **1. Educational Programs**

- a) Deliver curriculum based education programs offered by MOA.
- b) Deliver educational tours.
- c) Assist in the development and delivery of new learning programs for children and families.

### **2. Children & Youth Programs**

- a. Assist in the development and delivery of children's programs in keeping with MOA's mission.
- b. Deliver education programming to community groups, including scouting, brownies, ESL programs, and adults.
- c. Deliver MOA Birthday parties

### **3. Administration**

- a) Ensures privacy requirements are maintained to highest.

## **RELATIONSHIPS**

The Education Assistant must maintain and encourage positive and professional relationships with the public, teachers, parents, donors, Museum of Ontario Archaeology board and committee members, Museum members, staff and volunteers.

## **SUPERVISION RESPONSIBILITIES**

The Education Assistant has no direct supervisory responsibilities but as requested by the Learning Coordinator will assist with training new staff and volunteers on specific educational activities.

## **EXPECTED OUTCOMES**

- Increase participants understanding and appreciation of Ontario's archaeological heritage.
- Increase participants' appreciation of, and respect for, Ontario's cultural diversity generally and First Nations history specifically.

## **WORKING CONDITIONS**

- Occasional work in an outdoor environment with exposure to seasonal temperatures, direct sunlight and insects
- Occasional exposure to dust when working with artefacts
- Travel to different locations may be required depending on the program.
- Weekend work may be required and will be scheduled in advance.

## **KNOWLEDGE / SKILLS**

- Strong customer service and communication skills; ability to engage and converse with people of all ages and backgrounds
- Demonstrated ability to develop, deliver, and evaluate museum programs.
- Demonstrated ability to communicate effectively in writing, and orally, and in front of small and large audiences including children and adults of all ages.
- Demonstrated ability to work with minimal supervision.
- Ability to develop and maintain effective working relationships with other employees, the public and the education and museum communities.
- Demonstrated organizational skills.
- Demonstrated leadership and team-building skills.