



Employment Opportunity

The Economic Development Department is looking for

Relief Staff for the Minden Hills Cultural Centre

Reporting to the Economic Development, Destination and Marketing Officer, the Relief Staff for the Minden Hills Cultural Centre (MHCC) provides assistance to the Curator.

This is a casual position, based on a maximum of a 24-hour work week to a maximum of 48 hours every 2 weeks for special projects with hours being variable shifts. The rate of pay for this position is \$14.00/hour. This is a non-union position.

Qualifications:

You are familiar with word processing, spreadsheets, presentation and email function and have demonstrated good communication, interpersonal and customer service skills to exchange information or explain basic situations using courtesy and tact.

Preference will be given to those who possess a minimum of two (2) years of experience in a similar environment. Experience in history, art history, museum studies, administration, retail and reception are considered assets.

Prior to the final selection for this position, the applicant shall be required to provide, at their own expense, a background check from the Ontario Provincial Police or appropriate Police Force.

Applicants are encouraged to read the Position Description for all requirements and accountabilities, obtained in person from the Administration Office, 2nd floor, download from the [Municipal Website \(www.mindenhills.ca\)](http://www.mindenhills.ca), calling 705-286-1260 ext. 313 or emailing sprentice@mindenhills.ca.

This is an open call for applications until the position(s) is filled. Qualified applicants are invited to submit a letter of application together with a detailed resume of education and experience to:

Employment Opportunity - Relief Staff
Township of Minden Hills
7 Milne St, PO Box 359
Minden, ON K0M 2K0

Attention: Emily Stonehouse, Economic Development, Destination and Marketing Officer
Or email: sprentice@mindenhills.ca

If you are contacted by the Township of Minden Hills regarding a job opportunity or testing, please advise if you require accommodation. Information received relating to accommodation needs of applicants will be addressed confidentially. Persons with a disability preventing them from applying on-line should contact the undersigned to discuss alternative solutions. We thank all applicants for applying, but only those candidates selected for an interview will be contacted. Personal information and supporting material is used in accordance with the **Municipal Freedom of Information and Protection of Privacy Act**.