



The Corporation of the Town of Petrolia
is seeking a

HISTORICAL RESEARCH ASSOCIATE

The Town of Petrolia is nestled in the heart of Southwestern Ontario's Lambton County and framed by Lake Huron and the St. Clair River. The Town's commitment to the preservation of its history supports a quality of life that energizes its residents and inspires its visitors. Petrolia boasts excellent schools, a hospital and an outstanding community and wellness centre.

Position: Interpretative Historical Research Associate – Petrolia Cemeteries

Department/Location: Administration Office

Type: Summer, Full-Time 37.5 hours per week – May 7 to August 24, 2018

Union/Non-Union: Non-Union

Wage Scale: \$14.00 per hour

General Outline:

If you like history and heritage and want experience working within a municipal government, this job is for you.

The successful candidate will have the opportunity to work closely with our amazing Senior Municipal Staff, local historians, local genealogy groups, Archivists and monument restoration professionals. In addition to fieldwork the candidate will gain public administration experience working in a municipal setting, the value of networking with local experts and the creation, maintenance and value of quality historical records.

Assisting with data entry, historical research and creation of promotional and educational materials you will gain valuable employability skills while enjoying something you enjoy.

The candidate will research, photograph and document graves at Hillsdale Cemetery (active) and East End Pioneer Cemetery (inactive) and input data into Stone Orchard Cemetery software.

Using the above research and working closely with the Hillsdale Cemetery Tour Team (Town of Petrolia Clerk, Director of Cultural Services, Director of Marketing, Petrolia Heritage members, Petrolia Community Theatre, local historians, photographers and archivists) the candidate will assist with the development of the biennial Hillsdale Cemetery Tour. This will include in depth research of 20-30 cemetery occupants, linking the information to local walking tours highlighting significant architecture, map development, marketing plan and budgeting

Requirements, preferred Skills, and preferred Certifications:

- You apply your self-motivation and interpersonal skills to work both independently and collaboratively within a multi-disciplinary team.
- Enrolled in a study field related to History, Archival or Museum work
- Strong research skills
- Demonstrated experience of word processing (Word), electronic spreadsheet (Excel), presentation (Power Point), and electronic mail (Outlook) is required.
- Vehicle travel to the cemeteries, local library and archives is necessary
- Possession of a valid Ontario Drivers Licence – access to a vehicle is desirable
- Ability to navigate uneven terrain and walk significant distances
- Must be available to work weekends and evening as required

We appreciate the interest of all those who respond; however, only those selected for an interview will be contacted. Information obtained through this posting is collected for candidate selection only and is protected by the Municipal Freedom of Information Act. The Town of Petrolia is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Clerks Department to ensure your accessibility needs are accommodated throughout this process.

Deadline for applications is no later than **12 noon Wednesday, April 18, 2018**

Resumes clearly marked Historical Research Associate to be directed in confidence to the attention of:

Petrolia Heritage Committee

Town of Petrolia

411 Greenfield Street

Petrolia, ON N0N 1R0 lbelan@petrolia.ca

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