



**Museum Curator – Seasonal Position 2026**  
**Township of McNab/Braeside Parks & Recreation Department**

**Job Summary:**

The Museum Curator is a key contributor to the cultural sector within the Ottawa Valley. Playing an integral role this individual is the welcoming face of the museum, provides educational information on museum contents, including the history of the area, supports the Recreation Department in hosting events at the museum and is a mentor to the Student Museum Assistant.

Start Date	May 14, 2026
End Date	October 12, 2026
Hours	24 hours per week 4 days/week 9:00am – 4:00 pm *adjustments will be required to accommodate events
Rate of Pay	\$22.59 or relative to experience
Location	Waba Cottage Museum and Gardens, 24 Museum Rd. White Lake ON

**Duties:**

- Daily opening or closing of the museum
- 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 and prepare a month-end report
- Daily safety check of the property to ensure that the buildings and ground are operating as expected
- Routine cleaning as required
- Manage cash flow and visitor tracking
- Contribute ideas and can help move these to action
- Perform as a positive mentor to summer students
- Other duties as assigned

**Skills/ Abilities/ Work Demands:**

- Ability to communicate effectively orally and in written form in a professional manner
- Posses an exceptional understanding of the history of McNab/Braeside and surrounding area
- Proficient computer skills (email, word, excel, web browser)
- Aptitude to think critically
- Ability to lift and adjust equipment up to 50lbs
- Capability to perform duties outdoors in inclement weather
- Flexibility to work weekends as required
- Ability to work unsupervised with efficiency
- Previous experience in a museum related setting
- Ability to speak French is considered an asset

Please submit your resume in confidence, clearly marked quoting "Museum Assistant", no later than March 20th, 2026, at 1:00 p.m. to:

Mandy Cannon, Interim CAO/Clerk by emailing [mcannon@mcnabbraeside.com](mailto:mcannon@mcnabbraeside.com)

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

We thank all applicants, however, only those considered 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.