



We're Hiring!

Merrickville Blockhouse Museum Supervisor

Merrickville-Wolford, ON

Period of work: Thursdays-Mondays, May 14 - Aug 31, 2026

Wage: \$22.00/hr



We are seeking a **Museum Supervisor** to lead and inspire our team of student interpreters at the Blockhouse Museum in the beautiful village of Merrickville, Ontario.

The Merrickville Blockhouse Museum (<https://www.merrickvillehistory.org/>) is a unique heritage structure, built as part of the Rideau Canal, a UNESCO World Heritage Site. The museum contains a large collection of local artefacts and displays which feature the history of Merrickville Wolford and the Rideau Canal. This year we are celebrating the 200th anniversary of the building of the Rideau Canal with new exhibits, refreshed displays and events. **With these exciting additions and celebrations, we are gearing up for a dynamic season and anticipate welcoming a record number of visitors!**

Duties:

- Oversee the day-to-day operations of the museum
- Support staff while delivering exceptional visitor experiences in both official languages
- Manage administrative tasks
- Participate in the re-labelling and refreshing of museum exhibits and artifacts
- Coordinate staff scheduling and payroll
- Lead and deliver school programs
- Contribute to research projects that will enhance the museum's programming and community engagement
- Other duties as assigned

Qualifications:

- Prior experience in museum work, cultural programming, or visitor engagement
- Hold or be in the process of completing a degree in museum studies, history, cultural heritage, education or a related field
- Possess a strong passion for sharing history and culture with the public
- Competency in both official languages
- Strong leadership skills, for supervising and motivating a team of peers, providing guidance, and fostering a collaborative and positive work environment
- Experience working with children, delivering programs
- Excellent communication and organizational skills
- Experience managing scheduling, maintaining records, and handling daily administrative responsibilities
- *Must have the ability to work daily, on site, in Merrickville, Ontario

*Applicants must be aged 16-30 and a student returning to full time studies in September.

Interested applicants should email a cover letter and resume to: Claudette Martin, Museum Services Board at dragonflygarden@live.ca

Deadline for applications: Thursday, March 12

We thank all those who apply but only those invited for an interview will be contacted. Information is collected in confidence under the Freedom of Information Act. The Village of Merrickville-Wolford is an equal opportunity employer which values diversity in the workplace. We are therefore happy to accommodate any individual needs in all employment activities, in keeping with the Ontario Human Rights Code. Please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.