

# **WANTED FOR SUMMER 2018**

## **STUDENT ARCHIVIST/HISTORICAL INTERPRETER**

**at the Sir John Johnson Manor House**

**[www.glengarryarchives.ca](http://www.glengarryarchives.ca)**

**The Sir John Johnson Manor House invites applications for up to two positions for post secondary students. The positions will be available for up to 16 weeks contingent on funding grants.**

**The committee is looking for persons with knowledge of and interest in local history, an ability in dealing with visitors and requests for information and who have experience doing digital entry. The job description includes functions such as:**

- **open and close the Manor House and the Glengarry Archives (Tues. to Sat.)**
- **welcome visitors; conduct tours of house and grounds**
- **assist with Williamstown Discovery and Ghost Walk (Friday evenings)**
- **assist with annual special events**
- **assist with archival research i.e. land and church records**
- **assist in keeping the site clean and welcoming to visitors**
- **work on digitizing of records into the computer recovery program**

**Applications/resumes should be received by email no later than April 27<sup>th</sup>, 2018 and interviews will likely be held the next week.**

**Email applications to : [sirjohnjohnsonmanorhouse@bellnet.ca](mailto:sirjohnjohnsonmanorhouse@bellnet.ca)**

