

		<b>Job Category:</b>	Short Term placement
		<b>Job Title:</b>	Exhibition Assistant
		<b>Program:</b>	African Canadians in Science, Technology and Innovation Exhibition
<b>Location:</b>	Council Chambers, Student Union Building (The SUB), 6136 University Avenue, Halifax, NS, B3H 4R2, Canada.	<b>Job Duration:</b>	26th July 2022 – 28th July 2022, 9am – 6pm with breaks
<b>Wage Rate:</b>	\$17/hr, plus 4% vacation pay	<b>Travel:</b>	May be required
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	July 15th, 2022
<b>Submit application via:</b>	<b>Email:</b> pje.imhotep@dal.ca		

## Job Description

### POSITION PROFILE

Imhotep's Legacy Academy is a university-community partnership that seeks to improve on the representation of African Canadians in science professions by providing opportunities for young learners of African heritage to engage in activities designed to strengthen their science, technology, engineering and math (STEM) aptitude.

The **African Canadian in Science, Technology and Innovation Exhibition** which will be put on by Mr. Francis Jeffers. The exhibition will showcase the contributions of Black people to STEM throughout history, starting with the ancient Egyptians and ending with contemporary scientists, inventors and engineers. The exhibit will select personalities from a library of over 300 Black inventors and STEM innovators in history. During the exhibition, Mr. Francis Jeffers, will deliver presentations to visiting groups of children and educators to put the displays in context.

The Exhibit assistant will assist Mr. Jeffers during this exhibition in the successful delivery of the exhibitions programme. Your role would include installing and uninstalling exhibitions as directed. You will be responsible for unpacking and then repackaging all the display boards and artifacts.

### General Duties

- Assisting Mr. Jeffers in the successful delivery of the exhibition program.
- Welcoming visitors to the exhibit when necessary.
- You will be required to provide operational support relating to the staging of the exhibition.
- You may be responsible for the installation of display boards and the artifacts, and the uninstalling process.
- Providing any additional support that Mr. Jeffers will need.

### Position Requirements

- Organized and able to multi-task and set priorities
- Excellent oral communication skills
- Self-motivated with an ability to work collaboratively with colleagues
- Strong customer service, public relations and interpersonal skills
- Supporting the delivery of a venue including its exhibitions, programs and related activities
- Ability to deliver excellent administrative assistance
- Demonstrated interest in African Canadian History and cultural interpretation

### ADDITIONAL NOTES

Apply **via email** by **11:59pm on the deadline**, with: cover letter, resume, transcript (unofficial OK), [ILA-DAL Hiring Questionnaire](#)

### Condition(s):

*Offer of employment is contingent upon the successful candidate passing appropriate background checks. Candidates must provide a recent Criminal (Vulnerable Sector) Background Check and Child Abuse Register Check.*

***Preference will be given to applicants with demonstrated interest and experience in issues affecting the education of learners of African heritage.***

*We thank all applicants for their interest, however, only those selected for an interview will be contacted.*

<b>Job Code/ Req#:</b>	EXHSMREA	<b>Updated:</b>	2022-07-11
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