



**Position Title:** Research Assistant (Virtual Museums of Canada) (1 position)

**Immediate Supervisor:** Director of Programming

### **About Heritage Toronto**

Heritage Toronto is a charity and agency of the City of Toronto that celebrates and commemorates the city's rich heritage and the diverse stories of its people, places, and events.

Our core annual programs are: Tours from May to October, the Heritage Toronto Awards each October, and a year-round Historical Plaques program.

In 2020, we will launch our most ambitious digital project in the organization's history, a multimedia digital exhibition about Toronto's music history, geared towards high school students across Canada.

### **Job Description**

Passionate about music and interested in Toronto's heritage?

The Volunteer Research Assistant will help refine content for Heritage Toronto's multimedia exhibition, Sounds Like Toronto.

Volunteers may work remotely or at the Heritage Toronto office. The volunteer must be available during the period of April 1 to June 30.

### **Responsibilities:**

- Assist with research and fact-checking of text-based content for Heritage Toronto's Sounds Like Toronto exhibit
- Follow-up with internal and external content contributors

### **Requirements:**

- Exceptional writing and grammatical skills, will ask to see samples of writing
- Excellent organization, accuracy, attention to detail and time management abilities
- Experience working with large amounts of content
- Knowledge of the heritage and/or music community an asset

### **Time Commitment (minimum):**

15 hours/month

All volunteers will be required to attend an orientation and kick-off session; date TBC.