

# Historical Studies Career Night:

Coordinated by the Career Centre  
in partnership with the  
Department of Historical Studies  
and the Historical Studies Society

## Guest Speakers:

Historian Heritage Mississauga

Reference Archivist, Peel Heritage Complex/  
Region of Peel Archives

Gender Consultant in International Affairs

Career Counsellor,  
University of Toronto Mississauga

**Career Centre, UT Mississauga**  
**Room 3094, South/Davis Building**  
**905-828-5451**  
**[careers.utm@utoronto.ca](mailto:careers.utm@utoronto.ca)**  
**[www.utm.utoronto.ca/careers](http://www.utm.utoronto.ca/careers)**



## Sample Career Options for Historical Studies Students

There are many different career options available for graduates of **History, Religion, Classics and Women's Studies**. Your degree provides you with a variety of intellectual and applied skills that are valuable in a range of careers. The wide variety of careers that graduates have moved on to is a reflection of the diversity of skills gained through an undergraduate program. Involvement in extracurricular, volunteer and work experiences will also supplement your skills and focus them to a particular industry. Below is a sample of the types of positions graduates have gone on to.

Note: This is not an exhaustive list as there are many other careers available. Many positions require additional education or experience.

### Museum and Art Gallery:

- Curator \*
- Curator of Structures
- Historian \*
- Archivist \*
- Event Planner
- Heritage Assistant
- Historical Projects Coordinator
- Museum Assistant
- Tour Guide \*
- Exhibit Designer \*
- Museum Educator/Coordinator \*
- Conservator \*
- Arts Administrator \*
- Antique Dealer \*
- Appraiser \*

### Business and Industry:

- Corporate Trainer \*
- Market Research Analyst \*
- Underwriter- Insurance \*
- Financial Analyst \*
- Bank Management Trainee
- Business Systems Analyst \*
- Human Resources \*
- Coach \*
- Consultant \*
- Event Planner/ Coordinator \*
- Personal Financial Planner \*

### Other:

- Lawyer \*
- Judicial Clerk
- Legislative Analyst
- Researcher \*
- Lobbyist \*

- Antique Dealer \*
- Genealogist
- Project Manager \*
- Mediator \*
- Diversity Officer

### Communications:

- Historical writer
- Historical interpreter
- Proofreader
- Editor \*
- Technical Writer \*
- Sports Writer
- Communications Specialist \*
- Public Relations Specialist \*
- Journalist \*
- Fundraiser \*
- Publishing Sales Representative
- Copywriter \*
- Radio/TV Producer \*
- Community Relations Director
- Library Media Specialist

### Government/Education/Non-Profit:

- Foreign Services Officer \*
- Professor \*
- Public Policy Analyst \*
- Teacher \*
- Academic Counsellor
- Immigration Officer \*
- Counsellor, social service agency
- Probation and Parole Officer \*
- Customs Officer
- Educational Consultant
- Politician \*
- Director of a Community Centre

Note: career profiles for many of the above jobs are available in the Career Centre. Those marked with an asterisk(\*) can be viewed using Career Cruising, a Canadian electronic career guide available in the Centre.

## Alumni Career Profiles

The following is an excerpt from a career profile of a Historical Studies graduate listed on the UT Mississauga Career Centre web site. To read the complete profiles of these and other alum, visit [www.utm.utoronto.ca/careers/alumni\\_profiles.html](http://www.utm.utoronto.ca/careers/alumni_profiles.html)

### **Dave Hagelaar Degree: BA**

Major: Religious Studies; History

Year of Graduation: 1991

Dave Hagelaar is currently the Interim Chief Librarian of the John M. Kelly Library at U of T's St. Michaels College. "This is great work if you love ideas and being in a university environment. You have to be able to manage people, stay organized, and be prepared for future trends in the information field and academia," says Dave, who previously worked as a reference librarian, the head of collection development, and associate chief librarian. "I really just liked doing research at the Robarts Library. While at library school, I did intern at the McMaster Library and it was a great experience. After graduating from UTM, I went on to do two graduate degrees rather than searching for a job. Once finished university, I simply kept my eye on library-related postings on university websites." Dave says there is nothing that he would do differently. "I strongly suggest that students take courses from many different disciplines at UTM rather than focus on one specialty program in depth," he says. "The key to my success is that I have simply chosen a profession for which I am well suited. I don't have to do anything that doesn't come naturally to me in order to succeed."

More career profiles of UT Mississauga alum: [www.utm.utoronto.ca/careers/alumni\\_profiles.html](http://www.utm.utoronto.ca/careers/alumni_profiles.html)

## Exploring Career Options in Historical Studies

In addition to finding information online or in print, it is important to explore career options by talking with people in the field. The UT Mississauga Career Centre offers a number of programs, services and events to help you do this, including:

### **Extern Program**

The Extern Job Shadowing Program provides students with the opportunity to explore a career area by visiting with professionals in the workplace. Extern Job Shadowing Program participants shadow their host, observing daily work activities, touring a number of departments, and meeting with staff to discuss the industry. <http://www.utm.utoronto.ca/careers/extern.html>

### **Career Connections Program**

A partnership of the Career Centre and Office of Advancement, this program allows current students to make connections with UT Mississauga alumni working in the field of their choice to arrange an information interview. Information interviewing is not interviewing for a job, but rather a way for you to gain valuable insights into your career area of interest, that would otherwise be difficult to find in books or on the internet. The insights you gain will allow you to make more informed decisions, whether you are planning your career or looking for a job. For example, request to speak with:

- Elementary School Principal, Dufferin Peel Catholic District School Board
- Junior Writer, Heenan Blaikie
- Lawyer, Blackburn EnglishConsultant, Deloitte & Touche
- Vice President and Special Assistant to the CEO, TD Financial Group
- ODP Administrator, OE Division, Toronto Hydro

For complete information, visit <http://www.utm.utoronto.ca/careers/connect.html>

### **Information Interviews Binder**

Our print networking binder contains information about professionals in the field willing to answer your career questions. Samples of past or current contacts include professionals from Working Women Community Centre and the Islamic Foundation School. Ask for more information at the Career Centre, Room SE3094.

### **Networking Events**

Congratulations – by receiving this package, you have already attended one career event! Keep an eye out for more events in the future, including additional networking events and career fairs.

### **Career Counselling**

Make an appointment to speak one-to-one with one of our professional Career Counsellors. Appointments may be booked by visiting us in SE3094 or by calling 905-828-5451.

## **Gaining Relevant Experience**

**Start early** by seeking relevant opportunities that will help you gain experience and develop the skills that employers want. Some possible ways to gain relevant experience include:

**Part-time, summer and volunteer work** in positions that allow you to develop and demonstrate marketable skills. These might include both technical skills and “soft” skills like teamwork, project management, leadership, report writing, and presentation skills. The Career Centre web site offers listings of part-time, summer and volunteer opportunities throughout the year at [www.utm.utoronto.ca/careers](http://www.utm.utoronto.ca/careers).

Samples of previous listings on the Career Centre Online include:

- Settlement Worker, Centre for Information and Community Services
- Research Assistant/Photo Editor, UofT Faculty of Medicine
- English Instructor, Peel Adult Learning Centre
- Historical Interpreter, City of Toronto – Parks, Forestry & Recreation
- Personal Assistant, Family Service Toronto
- Legislative Student Usher, Legislative Assembly of Ontario
- Promotions Facilitator, Play Lab Inc.

**Get involved in on-campus extra-curricular activities:** Join on-campus clubs and community associations that demonstrate your commitment and enthusiasm for particular industries. On-campus clubs include: Historical Studies Society and the University of Toronto Mississauga Student’s Union (UTMSU). You can also use these opportunities to network with people in your career field. For example, as a club executive, you might organize a career event in partnership with the Career Centre and take on some of the responsibilities of contacting professionals to take part in such an event.

**Attend relevant conferences** that are being held in southern Ontario. Use these opportunities to increase your knowledge of the field, network with people working in the field and with potential employers. Volunteer to work at these conferences—it is a great (and cheap) way to meet a lot of people.

**Consider the Research Opportunity Program (ROP).** UTM’s ROP allows students in their second, third and fourth year to earn one full course credit by participating in a faculty member’s research project. Deadline for applications is usually mid-March.

**Apply for a Work-Study opportunity on campus.** This program provides eligible University of Toronto students with an opportunity to work on campus and gain valuable career and/or academic related experience. Positions are posted with the Career Centre every September. Past postings that might be of particular interest to Historical Studies students have included:

- Arabic Researcher, Historical Studies

- WGS Event Coordinator, Study of Women and Gender Studies
- Team Leader, Sexuality & Relationships, Health and Counselling
- Experiential Education Assistant – Internships and Experiential Learning
- Coordinator, Student Ambassadors & Volunteers – Office of the Registrar

For more information, including eligibility requirements, visit [www.utm.utoronto.ca/careers/work\\_study.html](http://www.utm.utoronto.ca/careers/work_study.html)

## Finding Work

### Small Group Workshops

We offer a variety of workshops covering different phases in the career planning and work search process, including Now That I'm Graduating What Next, Learn to Network, Effective Interviews, and others. Check the Career Centre events calendar for upcoming workshops. We also offer sessions with information about applying for graduate and professional school, including Road to Grad School.

### Employment Advisors

Our professional staff are available to assist you, whether in pre-booked one-to-one resume critiques or practice interviews. Drop by SE3094 or call 905-828-5451 to find out more.

### Employment Services

The Career Centre offers online job postings for current students and for up to two years after graduation. Programs include: full-time work following graduation (Recent Graduates Employment Service); graduating year recruitment (Graduating Students Employment Service); Summer Employment; Part-time/Temporary; On-Campus; Ontario Work Study Program on-campus jobs; and Volunteer Listings.

For access to postings for current students, simply visit [www.utm.utoronto.ca/careers](http://www.utm.utoronto.ca/careers) and register online. Those seeking access to full-time listings (graduating year or recent graduates) must attend an orientation session prior to accessing listings. Please ask the Career Centre for details.

**The following are samples of opportunities** that have previously been listed on the Career Centre Online (samples have been edited for length):

**Position Title :** Coordinator, Curatorial Services

The Programs and Canadian Children's Museum Division is currently seeking a dynamic individual who will, under the supervision of the Manager, Program and Canadian Children's Museum (CCM) Planning, manage the development of the CCM collection; ensure the planning, organization, control and evaluation of collection development activities; participate in the development of the CCM's exhibitions and other programs; ensure the development and maintenance of the CCM collection; plan, direct and conduct specialized research in children's material culture history; and perform other tasks related to the functions and objectives of the CCM.

As the ideal candidate, you hold a Bachelors degree in history, art history, ethnology, education or museology.

You possess knowledge of:

- Material history in particular children's material cultures;
- Research methods and sources in material history, both primary and secondary;
- Techniques and methods of writing research reports and scholarly publications;
- The planning of research programs;
- The material history research community in Canada;
- The methodology of developing exhibitions and museum products;
- Children's interests and capabilities for varying age groups and application of trends and development in the field of children's museums and/or educational centers.

You have experience in:

- Collection management;
- Material history research, preferably in a museum setting or in connection with historic or heritage sites;

- Applied research related to the production of museum products;
- The planning, co-ordination, supervision and evaluation of research programs and projects in material culture and/or history.

Since you will be working in a highly computerized environment, a demonstrated experience of word processing (Word), electronic spreadsheet (Excel), presentation (Power Point) and email is required.

The following core competencies, which are a deciding measure of success for this challenging opportunity, are: Client Focus; Concern for Order and Quality; Expertise; Information Seeking; Planning & Initiative and Teamwork and Cooperation. External candidates can access definitions of these Core competencies on our web site.

This position requires the use of both Official Languages (French/English) (CBC) imperative and an enhanced reliability check. For a detailed definition of the linguistic level required, access our web site.

The Canadian Museum of Civilization Corporation is committed to the principles of Employment Equity and to achieving a workforce which is representative of the Canadian population.

**Position Title:** HERITAGE INTERPRETER/TOUR GUIDE

The National Capital Commission (NCC) is committed to the principles of Employment Equity and to achieving a workforce which is representative of the diversity of the Canadian population. We strongly encourage candidates to self-identify if they are an Aboriginal person, a member of a visible minority group or a person with a disability.

**PROGRAM OVERVIEW**

Parliament Hill — a tourist attraction, a work place, a historical site and a national symbol. The NCC's outdoor interpretation/guided tour programs seek to provide a full range of activities which enhance the overall visitor experience to Parliament Hill. Heritage interpreters/tour guides offer a wide range of outdoor interpretive activities for various audiences along with general visitor services from the Info-tent. The successful delivery of the program will require flexible, dynamic and outgoing individuals who enjoy interacting with the public and whose high standards bring them to provide quality service.

**MAJOR RESPONSIBILITIES**

Reporting to the Supervisors of the Info-tent, the Heritage Interpreter:

1. welcomes visitors to Parliament Hill by creating a pleasant atmosphere, by describing the programs and services available on-site, and by ensuring that the visitor receives excellent service and a quality experience;
2. performs outdoor interpretive duties as part of the Discover the Hill program (rain or shine). These include formal and informal thematic interpretation, school programming, outdoor guided tours, introduction to the Changing the Guard ceremony, general public animation and roving interpretation;
3. performs duties ensuring the smooth operation of the Info-Tent. These include organising and distributing tour tickets, providing accurate visitor information, monitoring and taking inventory of publications available on-site, as well as setting up and taking down the Info-Tent facilities daily;
4. takes part in and contributes to the initial and ongoing training program offered within the framework of the job;
5. acquires and retains supplemental information relevant to the major historical, political and cultural themes in order to deliver various activities and to communicate an accurate base of knowledge to a varied public;
6. contributes to program evaluation through various means which may include on-site observation, the forwarding of visitor comments and/or the maintaining of accurate statistical records. Recommends changes or improvements to the existing program.

**Position Title:** Parliamentary Internship Program

The Library of Parliament offers a paid internship program in its Parliamentary Information and Research Service (PIRS) that is open to Canadian university students graduating this academic year. Each year, up to five interns with specific subject specializations will be selected for the twelve-month program (September to August).

This is your chance to have a front-row seat on the legislative process of the federal Parliament. Successful candidates will have the opportunity to gain work experience in the policy and legislative process in Canada from a parliamentary perspective as valued members of Parliament's principal research service.

**The Duties**

Under the supervision of senior staff, the duties of interns include: assisting analysts and research assistants in handling research responses to questions from parliamentarians, committees and associations; participating in committee work as part of the research team directly assisting a parliamentary committee; assisting analysts and research assistants in preparing studies on public policy topics relevant to federal parliamentarians.

**Your Qualifications**

Have completed a Bachelor's degree by Spring 2010 in a field related to one of the Divisions, and must at the time of application, be enrolled in a Canadian university program. Interested candidates must be planning to return to school following the completion of the Internship Program; have a strong academic record; have an interest in Parliament and the public policy process; be objective and non-partisan; possess good interpersonal skills. Ability to communicate orally in both official languages is essential.

**Other Relevant Resources**

**Selected Web Sites:**

- The Ontario Legislature Internship Program <http://www.olipinterns.ca/index.html>
- Mississauga Heritage Foundation <http://www.heritagemississauga.com/>

**Sample of Career Centre Library Resources:**

- Canada's Top 100 Employers
- Career Cruising (electronic career guide)
- The Canadian Student Employment Guide
- Great Jobs for History Majors
- Careers for History Buffs and Types
- What You Can Do With an Arts Degree
- Careers for Writers and Others Who Have a Way with Words
- Careers for High-Energy People & Go-Getters
- Panel Packages available on Career Centre website: Career paths for Women's Studies Students, Careers in Government, Careers with a Conscience; Careers in Activism



**Keep up-to-date with all the latest information about career fairs, industry panels, networking events and more.**

Sign-up for the Career Centre's e-mail newsletter via our home page, add 'Jimmi C' as a friend on Facebook or follow jimmiutm on Twitter!

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