

Collections Associate

The Uxbridge Historical Centre (Uxbridge-Scott Museum & Archives) is seeking to hire a post-secondary student for the rewarding and stimulating position of Collections Associate. The student will gain valuable professional experience in collections management and museum standards, specifically: inventory, documentation and assessment of artifacts related to the history of the community; exhibit preparation and interpretation; and, inputting and updating artifact records into the museum's collections management database.

The student will acquire an understanding of the practices and procedures pertaining to museum objects, storage and exhibit preparation while supporting and participating in activities that promote volunteer participation and enhance visitor engagement.

Collections Associate Responsibilities:

- Inventory and identify the collection of stored artifacts
- Conduct research into select artifacts using archival documents and first-person interviews
- Assist with reorganizing artifact storage areas, condition assessments and exhibition planning
- Update the collections database through data entry and editing
- Participate in the planning and implementation of public programs, tours and all aspects of visitor services
- Review and understand Museum collections management policies and procedures, Health and Safety, and other appropriate policies and procedures

Qualifications:

- Post-secondary student pursuing a degree or diploma in museum studies, history or related discipline
- Detail-oriented with strong organizational and time management skills
- Superior written and oral communication skills
- Strong customer service skills; ability to work well independently or part of a team
- Excellent computer skills (Microsoft Office, data entry, research)
- An interest in community history
- Experience working with volunteers is an asset
- Knowledge and experience using PastPerfect collections management software is an asset

Hiring is subject to funding availability.

Terms: This is a 16 week, 35 hours per week, contract position starting in May. The rate of pay is \$14.00 per hour. Candidates must meet all requirements of Young Canada Works summer job program (www.youngcanadaworks.ca)

Location: Uxbridge Historical Centre, 7239 Concession 6, Uxbridge Ontario

To Apply: Interested applicants should submit their resume and covering letter to:

Pat Neal
Manager/Curator

Uxbridge Historical Centre
Box 1301
Uxbridge ON L9P 1N5
pneal@town.uxbridge.on.ca

Application deadline: April 13, 2018

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The Township of Uxbridge will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy

We thank all applicants, but only those selected for an interview will be contacted.