



Uxbridge Historical Centre  
7239 Concession Road 6, P.O. Box 1301  
Uxbridge, ON, L4A 1G9  
(905)-852-5854 | [museum@uxbridge.ca](mailto:museum@uxbridge.ca)  
[uxbridgehistoricalcentre.com](http://uxbridgehistoricalcentre.com)

## Collections Digitization Intern (2022)

**Department:** Township of Uxbridge, Community Services, Uxbridge Historical Centre

**Duration:** 20 weeks, July 25 to December 9 (700 hrs total, 35 hrs /week)

**Type of Employment:** Contract, full-time

**Rate of Pay:** \$18.50 (Hourly)

### **Description:**

The Township of Uxbridge is seeking to fill the position of Collections Digitization Intern, Uxbridge Historical Centre (UHC). The Uxbridge Historical Centre is a community museum and archives located in the Trail Capital of Canada. Located on a 5-acre site that overlooks the beautiful Uxbridge Valley and Oak Ridges Moraine, the UHC consists of 10 buildings and a collection of more than 10,000 artifacts and 6,000 archives. The UHC connects today's audiences with the rich heritage of Uxbridge Township through the collection, preservation, interpretation and display of artifacts, documents and photographs, and related programming that illustrate the history of the Uxbridge area and the former Townships of Uxbridge and Scott.

Working with the Curator and Manager, the Collections Digitization Intern will focus on the digitization of artifacts from the primary collections storage area into the museum's publicly searchable database. This valuable project will greatly assist museum staff in research, exhibition development, and collections management, as well as making the collections more accessible to the public. The Collections Digitization Intern will gain hands-on experience in collection management, conservation, and digitization and play a pivotal role in assisting the museum in reaching objectives outlined in the 2019-2023 Strategic Plan.

### **Responsibilities:**

- Digitize undocumented artifacts, archives, and associated records in UHC collection
- Database management using PastPerfect
- Update records in database, with a focus on image linking and uploading and record consolidation
- Organize, maintain, and monitor artifacts/archives and their storage areas, ensuring that all are properly catalogued and stored in an appropriate, stable, and secure environment
- Assist with developing collection highlights to be shared on social media streams
- Make and implement recommendations to reorganize storage area for improved access
- Provide support in all aspects of visitor services, as needed
- Participate in staff meetings, health and safety initiatives and training opportunities



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### Qualifications:

- An unemployed or underemployed recent college or university graduate with a degree or diploma in museum studies, collections management, curatorial studies, arts administration, archives and records management, history, or like studies
- Knowledge of museum and digital preservation best practices
- Detail-oriented with strong organizational and time management skills
- Interest and familiarity with Canadian history
- Superior written and oral communication skills
- Strong customer service skills; ability to thrive independently and as part of a team
- Experience working with volunteers an asset
- Knowledge and experience using PastPerfect or like collections management software is an asset
- Ability to work flexible hours, including evenings and weekends, as required

### How To Apply:

Please apply with a resume and cover letter in one PDF document to Jessica Lanziner, Curator & Manager, Uxbridge Historical Centre at [jlanziner@uxbridge.ca](mailto:jlanziner@uxbridge.ca) with the subject line "Collections Digitization Intern Application." Applications will be accepted up to Friday July 8 at 4pm. We thank all those who apply, however, only those candidates selected for an interview will be contacted.

*This position is subject to providing proof of full vaccination against COVID-19 in alignment with the Township Policy September 23, 2021, COVID-19 Vaccination Policy. Successful candidates will be required to be fully vaccinated with a Health Canada or the World Health Organization approved COVID-19 vaccine series with the final dose at least 14 days prior to your start date. The Township will consider cases requiring accommodation as stipulated by relevant employment standards legislation or regulation and/or the Ontario Human Rights Code.*

*The Township of Uxbridge is 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 Act.*