



## EMPLOYMENT OPPORTUNITY

### Uxbridge Historical Centre – Collections Associate, contract

The Uxbridge Historical Centre is seeking to hire a post-secondary student for the rewarding and stimulating position of Collections Associate. The student will gain valuable professional, museum-standard experience in the field of collections management, specifically: inventory, documentation, digitization, and condition assessment of artifacts; artifact storage and exhibition preparation; and inputting and updating data into PastPerfect collections management database. The student will acquire an understanding of the practices and procedures pertaining to the caretaking of museum collections while supporting and participating in activities that promote volunteer participation and enhance visitor engagement.

#### Responsibilities

- Inventory, digitize, and update artifact collection located in the Gould-Carmody House storage areas
- Assess condition of artifacts and prepare reports
- Conduct research into specific artifacts using archival documents and first-person interviews
- Assist with reorganizing artifact storage area, storage consolidation, and condition assessments
- Update the collections database through data entry and editing
- Assist with the planning and implementation of public programs, tours and all aspects of visitor services on an as-needed basis
- 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
- 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
- Excellent computer skills (MS suite, database management, research)
- Ability to work flexible hours, including evenings and weekends, as required
- Experience working with volunteers is an asset
- Knowledge and experience using PastPerfect or similar collections management software is an asset

This is a 16 week, full-time, contract position starting in May, pending funding approval. The rate of pay is \$15.75 per hour; based on 35 hours per week. Candidates must meet all requirements of Young Canada Works summer job program ([www.young-canada-works.canada.ca](http://www.young-canada-works.canada.ca)).



If you are interested in joining our team, please forward your resume and cover letter describing your experience and qualifications to [museum@uxbridge.ca](mailto:museum@uxbridge.ca) by **Friday, April 14, 2023 at 4:00 p.m.** Please identify 'Collections Associate Application' in the subject heading.

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.*

*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 Act.*