



Preserving our past.
Enriching our future.

Position: Collections and Research Assistant

Under the supervision and guidance of the Curator/Administrator the Collections and Research Assistant will:

TASKS AND RESPONSIBILITIES:

1. Prepare and manage a weekly “Featured Artifact” blog that will be posted on social media and linked to the museum’s website. This will ensure that the museum reaches a wider audience and educates the public on what the museum cares for and the history of what is held in trust for this community. This could be based on a theme (e.g. Moustache Mondays, Farming Friday, etc.) and in addition to traditional artifacts, could also include audio/video clips from the oral history collection.
2. Using the archive of past “Featured Artifact” series, schedule artifact related social media posts once per month starting in September and going until spring.
3. Using the museum’s database, undergo an inventory of artifacts, starting with small collections within the overall collection. This will include photographing, documentation, condition reports and often research to add to the sometimes-basic records. This information will allow the museum to have a more focused approach to collecting and ensure a higher quality visitor experience through research and exhibits. Maintaining the collection in this way is one of the key roles of a museum. The Curator/Administrator will assign 15 artifacts per week and adjust numbers as necessary.
4. Work with one other staff member to interview two guest ‘experts’ or demonstrators from the volunteer base (e.g., a heritage tradesperson – Blacksmith, tinsmith, butter-maker, leatherworker, etc.). Training will be provided.
5. Assist the Curator/Administrator with various collections or research related tasks, as necessary.
6. Share in the daily operational duties of opening, closing, communicating with the public, taking admission and other tasks as necessary. This may involve interacting with seniors, families, children, organizations, disabled persons, and people of either official language. Due to our proximity to Quebec and a large Franco-Ontarian population, this often includes communication in French.