



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 such as Tip Tuesday with old housekeeping and home remedy tips, or Transcription Tuesday which transcribes handwritten archival content such as letters.
2. Using the archive of past "Featured Artifact" series, schedule artifact related social media posts once per month starting in October and going until spring.
3. Undertake an inventory of artifacts, starting with the lumber industry collection. This will include photographing, documentation, condition reports and often research to add to the sometimes-lack records. Maintaining the collection in this way is one of the key roles of a museum. The Curator/Administrator will assign 10 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, Shmith, leather maker, leatherworker, etc.) This video content will be used on the museum's website and social media.
5. Assist the Curator in updating the lumber industry exhibit space with new bilingual text panels, fresh captions, and any other added content.
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.