



JOB POSTING

COLLECTIONS ASSISTANT (SUMMER STUDENT) BROCKVILLE MUSEUM

The Brockville Museum seeks a Collections Assistant to carry-out cataloguing duties at the Museum at 5 Henry Street, Brockville. The position runs from May 16th to September 4th, for 35 hours per week at \$15.50/hour. This position includes significant weekend work.

Under the supervision of the museum Registrar, the Collections Assistant will work to re-catalogue the museum's archival book and ledger collection. This will include working with a digital Collections Management System (MINISIS) documenting and photographing each item, identifying items that require conservation, and storing each stable object. The Collections Assistant will also perform other museum duties as required.

The ideal candidate must demonstrate a genuine interest in collection management, superior attention to detail, comfort using online databases, reliability, and comfort working independently. Candidate should also demonstrate flexibility and willingness to learn and follow a set of standards. Experience working with books and archival paper documents and Collections Management Systems considered an asset. Preference will be given to a post-secondary student, but qualifying high school students will be considered.

Please note: Must be currently enrolled in post-secondary studies and meet Young Canada Works eligibility criteria.

The personal information submitted is collected under the authority of The Municipal Act and is protected under the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only. The municipality is an equal opportunity employer following the rules and regulations set out by the Human Rights Code and the Integrated Accessibility Standard Regulation. For applicants with a disability, accommodations are available upon request in the recruitment process should you be selected to participate.

Interested and qualified candidates should submit your cover letter and resume marked "Collections Assistant (Summer Student) – Brockville Museum" on/before 4:00 p.m. on April 18, 2023 to:

Human Resources Department
City Hall, P.O. Box 5000
1 King Street West
Brockville, Ontario
K6V 7A5

email: hr@brockville.com

The City of Brockville wishes to thank all applicants and advises that only those chosen for interviews will be contacted.