

Position Title: Collections Assistant (Student Position)

Department: Grey Roots Museum & Archives

Reports To: Assistant Curator

Purpose

Reporting to the Assistant Curator, the Collections Assistant Student will assist staff in cleaning, placing and tracking artefacts on display in the Moreston Heritage Village buildings and the Large Agriculture and Vehicle Display Building. The position will also assist with the permanent collection and site visits.

Responsibilities

- Maintain the cleanliness of the heritage buildings; monitoring and cleaning the artefacts on exhibition as per set schedules ensuring that all buildings are kept clean and safe for the enjoyment and educational needs of staff, volunteers and visitors.
- Monitor pest control systems in place in heritage buildings; report any needs or changes to the Assistant Curator.
- Visit the volunteer-staffed Moreston buildings weekly to ensure that the volunteers have adequate cleaning supplies and that the artefacts remain safe and secure
- Assist the Curator and Assistant Curator accession, catalogue, condition report, digitize, and safely house artefact donations into the permanent artefact collection and storage areas in accordance with museum standards using safe handling practices, adding to the museum's collection management database.
- Create a small exhibition for public display in the museum which will open by the end of the students' contract and run through to at least December 31, 2021; choose a topic, research the exhibit, choose appropriate artefacts from the permanent artefact collection, write the exhibit text, choose appropriate support material (mounts), place the artefacts on display, and liaise with the Grey County Archives staff to find appropriate images and support material.

- Accompany the Curator and/or Assistant Curator on site visits, picking up or delivering artefact loans to other museums, helping staff move large artefacts in storage or on exhibit and cleaning artefacts.
- Other collections/exhibition related duties will be assigned as time permits.

Working Conditions

Normal hours of work are 35 hours per week. Flexibility and willingness to work irregular hours on evenings or weekends will be required as determined by the operational hours of Grey Roots. Compensation for the same will be in accordance with County policies.

May work in dark, dusty, moldy and damp conditions when recovering old records. Work involves prolonged mental concentration and eyestrain. Work requires bending and lifting, working in confined spaces and the use of a ladder.

There is some travel involved and a high degree of personal contact with the public, municipal staff, interested organizations and individuals.

Contacts

Internal Working Relationships

Regular interaction with Curator, other Grey Roots staff, and volunteers.

External Working Relationships

Staff from other museums, researchers, donors, contractors and public.

Knowledge and Skill

- Preference will be given to candidates currently enrolled in post-secondary education in artefact conservation or a related field (i.e. history, museum studies, art history, archaeology, anthropology).
- Outgoing individual with excellent written and verbal communication skills who can engage visitors while working at their task.
- Proficient in Microsoft Office and have a good vocabulary and above average writing skills; exhibit patience, meticulousness and attention to detail and not be afraid to get their hands dirty.
- Familiarity with digital cameras and related software would be an asset, as would good hand-eye coordination.

- Experience working with artefacts, particularly in a museum or historic site is an asset; be able to problem-solve, and be highly organized and motivated.
- Maintain a valid G driver's license and good driving record.

Impact of Error

Errors within the capacity of the summer student role could negatively impact the perception and confidence in Grey Roots Museum & Archives, its stakeholders and assets.

How to Apply

The County of Grey is currently recruiting a Collections Assistant or Co-op Placement to work in the Collections Department at Grey Roots Museum & Archives for a 16 week contract from May to September.

Collections Assistant
(Salary: \$15.74 per Hour)
Collections Department, Grey Roots Museum & Archives

Any personal information submitted will be managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act and will be used only to determine eligibility for employment.

Candidates for the above position(s) are invited to submit their résumé and cover letter by email (in MS Word or PDF format) **by 4:30pm on Thursday, March 11, 2021** to:

Kimberly Trombley
Administrative Assistant - EcDev. Tourism, Culture
Kimberly.Trombley@grey.ca

We would like to take this opportunity to thank all applicants. Only those to be interviewed will be contacted.

Any personal information submitted will be managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act, and will be used only to determine eligibility for employment.

Based on the nature of the position, pre-employment screening may be required including but not limited to; Criminal Record Searches, Financial Credit Inquiries; Educational and Credential

Verification; Driver's Abstracts; Drug/Alcohol Testing; Pre-Medical Testing and Investigative Employment References.

The County of Grey is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.