

**Grey Roots Museum and Archives**

**Job Descriptions**

**For job details, please ctrl+click on the position title you are interested in applying to.**

[**Archival Assistant**](#Archival_Assistant)

**[Collections Assistant](#Collections_Assistant)**

**[Historic Site Interpreter](#Historic_Site_Interpreter)**

**[KidsCamp Assistant](#KidsCamp_Assistant)**

[**Visitor Services Assistant**](#Visitor_Services_Assistant)

2020

 Job Descriptions

Position Title: Archival Assistant

Department: Grey Roots Museum and Archives

Reports To: Archivist

## Purpose

The Archival Assistant summer student will be working in the Archives specifically, and primarily with other Archives staff, but will also be interacting with a larger work environment combined with the Grey County Museum in a 40,000 square foot facility. We currently have six exhibit galleries, four of which house travelling exhibits from other museums, along with temporary exhibits from our own collection, and also feature Moreston Heritage Village with twelve period buildings filled with period and time-appropriate artefacts. These buildings are publically accessible to visitors from late June through September each year. Eight others are to be built and added to the village in the long-range plan. Grey Roots offers numerous special events and community programs, especially during the summer months.

The Archives supports research and visitation which is brought about by being part of this facility, and also aims to serve the needs of genealogical and historical researchers who visit or contact us via email or telephone. Our mandate is to retain archival material which depicts the life and history of the County of Grey. As a result, we have a wide range of materials: from maps to photographs, to newspapers, to letters, to Tweedsmuir histories - all with local significance, and some with a broader or national significance due to the nature of the content (Agnes Macphail for example hailed from this area.) We also house records for upper and lower tiers of municipal government, and respond to the needs of the creators with respect to information requests and new transfers.

The Archival Assistant will be a first point of contact for researchers in the Reading Room, while also working on inventory, research, conservation, digitization, exhibit and writing projects. The position will appeal to any youth with a desire to interact with the public and who has an interest in history or government - or humanities or social sciences in general. This placement will benefit the institution by giving us much needed help in the summer visitor rush and with our backlog of interpretive and inventory projects. The student will have the opportunity to earn a wage in a positive environment while learning about our collection and local history in particular, but while also developing more transferrable skills: interpersonal, communication, customer service, problem solving, time-management.

Job Description –Archival Assistant Summer Student Grey Roots Museum and Archives

Created or Revised: February/2020 Page 1

## Responsibilities

### Description of Tasks

Writing and Design

The Archival Assistant will write a review of the 158th Owen Sound Emancipation Picnic (now called the Emancipation Celebration Festival) for Volume 17 of a Journal dedicated to Black History called Northern Terminus: The African Canadian History Journal. The student will select photos and write captions for the article and may be required to take the photos as well. The Archival Assistant will be called upon to format other articles for the Journal as they become available. In addition, the student will prepare archival postings for Facebook and/or write material for website purposes (greyroots.com).

The student will prepare submissions to other local publications such as the Grey County Historical Society’s Grey Historian and the Bruce and Grey Branch of the Ontario Genealogical Society newsletter.

Collections

The student will be assisting in inventory, cleaning and proper rehousing of private donations and municipal transfers. New material is received weekly and donations range from family histories to material from local clubs and businesses to by-laws, assessment rolls, maps and images. The student will also be working with the Archives database. We observe Rules for Archival Description and will teach the student basic proper handling techniques and rehousing, including encapsulation and folder making.

There is some variety of choice for the student in terms of what processing projects might be worked on. Options available include Owen Sound Fire Department (City of Owen Sound) material; postcards featuring local images and photographs; Grey Bruce Image Archives portrait negatives (a portion of this approximately 30,000 images project); and numerous other small private donations, or larger municipal collections awaiting processing.

Digitization of photographs and negatives for preservation and access (ultimately to include in our online database) will include scanner, and where necessary, camera work.

The student will also be asked to digitize the William Sutton Journals for posting to greyroots.com, along with a webpage overview image and summary blurb also written by the student. The scanned journals will also be offered for submission to the Rural Diary Archive https://ruraldiaries.lib.uoguelph.ca/home.

William Sutton, born in England, was a farmer, Wesleyan Methodist lay minister, and husband of Catharine Sutton, also known as Nahneebahwequa or Upright Woman. Catharine Sutton was an Anishinaabe (Mississauga) writer, Methodist missionary and political advocate. She is most famously known for her trip to Britain and audience with Queen Victoria in June, 1860 with the purpose of advocating for land rights (former Sarawak Township, Grey County) and the right to observe Indigenous customs.

Job Description – Archival Assistant Summer Student Grey Roots Museum and Archives

Created or Revised: February/2020 Page 2

Access and Public Service

The student will be a main point of contact for the public: answering research requests, writing letters to accompany donation paperwork, as well as assisting and directing patrons in the Reading Room, and fulfilling retrieval requests for archival material from storage during the busy summer months. The majority of our clientele are genealogists, but we also serve local municipalities (upper and lower tier) and assist filmmakers, authors, the local press, local history enthusiasts as well as people working on other special projects. This role requires the student to build knowledge of both archival practice and our holdings, but of the local history and geography of the area as well.

If time permits, the student will be also invited to prepare an exhibit pod at the entrance to the Reading Room on a topic of their interest (a secure display case which is available for the purpose).

#### Work Plan

Writing Articles and Northern Terminus Journal work: 2 weeks

Work for website/Facebook/Sutton Journals project: 2 weeks

Collection Processing and Database work: 6 weeks

Digitization (scanner and camera) and Preservation projects (folders, encapsulation, rehousing in acid free materials): 4 weeks

Reference and Public Service Responsibilities: 2 weeks

Orientation, both when the student begins his or her placement, as well as when new tasks and responsibilities arise, is also considered in the work plan.

Job Description – Archival Assistant Summer Student Grey Roots Museum and Archives

Created or Revised: February/2020 Page 3

 Job Descriptions

Position Title: Collections Assistant

Department: Grey Roots Museum and Archives

Reports To: Collections Manager

## Purpose

Grey Roots Museum and Archives is a 40,000 square foot facility with six exhibit galleries, four of which house travelling exhibits from other museums and temporary exhibits from our own collection. We feature Moreston Heritage Village with twelve period buildings filled with period and time-appropriate artefacts, and these buildings are publicly accessible to visitors from late June through September each year. Eight others are to be built and added to the Village in the long-range plan. Grey Roots offers numerous special events and community programs, especially during the summer months.

The permanent artefact collection, currently comprised of over 13,500 items, reflects the history of Grey County from pre-contact until present day. The museum has been collecting since 1955. Artefacts are stored to Canadian museum professional standards. In 2015, with the help of YCW students over a number of years, the collection reached a digitization rate of over 99%, the records were completely edited, and the collection was put online, making it accessible world-wide. In 2016 and 2017, Grey Roots aligned its permanent artefact collection with its collecting mandate and its Mission, resulting in a more highly refined, representative and relevant Grey County artefact collection. In 2018, Grey Roots produced a Collecting Plan (2018-2025) that was ratified by County Council.

## Responsibilities

### Project and Job Objectives

The tasks for the Collections Assistant to accomplish in 2020 are:

The Collections Assistant will help staff clean the Moreston Heritage Village buildings and the Large Agriculture and Vehicle Display Building and place and track artefacts on display in those buildings (open May and June for school programming and July through to September to the public). He/she will also examine and record the condition of these artefacts (currently in winter storage), as all Grey Roots artefacts have now been rated on a cultural-historical valuation scale. The collections assistant will identify any items that need laundering, repair or replacement, and work with volunteers and staff to do this and return them to their village locations for the summer season. The student will “refresh” the textiles of the Moreston buildings in 2020 replacing worn textiles with others that are appropriate and in better condition.

Job Description – Collections Assistant Summer Student Grey Roots Museum and Archives

Created or Revised: February/2020 Page 1

The student will develop a small “pod” exhibit for a space in Grey Roots over the course of the summer. It will be up to the student to 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.

The student will take digital photographs and condition report new artefact acquisitions, and measure and find locations for them consistent with Grey Roots’ storage organization system, and catalogue and safely store items in collection storage areas.

The student will be given other tasks as the need arises, including artefact condition reporting, accompanying the collections manager 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.

### Description of Tasks

The Collections Assistant’s responsibilities will include:

1. Helping the Collections Manager and Registrar catalogue, condition report, digitize, and safely house artefact donations into the permanent artefact collection and storage areas.

2. Maintaining the cleanliness of the heritage buildings and monitoring and cleaning the artefacts on exhibition as per set schedules over the period of employment.

3. Monitoring pest control systems in place in heritage buildings. He/she will report any needs or changes to the Collections Manager.

4. Creating 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, 2020.

### Work Plan

Over the first week, the student will be orientated to the policies and procedures of Grey Roots Museum and Archives and the Collections Department. He/she will be trained in proper artefact handling, pest control in the heritage buildings, safety and emergency responses, and on the collections management software (Past Perfect 5.0) and use of a digital camera and its software and photo manipulation programs. This training will include creating new accessions, adding catalogue records, and digital photographs to the records.

Job Description – Collections Assistant Summer Student Grey Roots Museum and Archives

Created or Revised: February/2020 Page 2

From **May to June 30**, under the guidance of the Collections Manager, the Collections Assistant will examine the fragile Moreston Heritage Village artefacts currently in winter storage, update their conditions in the collections management databases, repairing or laundering those that need it and make sure that all artefacts are represented on the artefact inventory lists and update them as necessary. The Collections Assistant will identify worn textiles in all of the buildings and those that can be replaced with others from the collection that are suitable to each building’s time period. The student will update the exhibitions list in the collections management system and the inventory books in the heritage buildings as needed.

Additionally, in **May and June**, the student will familiarize him/herself with the museum artefacts collection and begin formulating an exhibition plan for a small in-house exhibit utilizing artefacts in the permanent artefact collection and images and support material in the Archives in order to support the exhibit.

By June 5, the student will identify the focus and potential artefacts for the exhibition and provide the verbiage for marketing it on the Upcoming Exhibits page on Grey Roots’ website. By June 19, he/she will complete the research and have draft exhibition label text written. By June 26, the student will have final exhibition label text written for the exhibition and will have physically created the labels needed. By July 1, the exhibition will be installed.

Over **July and August**, the Collections Assistant will also:

1. Visit the volunteer-staffed Moreston buildings weekly to ensure that the volunteers have adequate cleaning supplies and that the artefacts remain safe and secure (are not being handled by the public and that volunteers have non-artefact teaching pieces to use as examples instead of artefacts), and that pest control systems in place are adequate to keep pests (flies, mice, bees, moths, etc.) to a minimum.
2. Ensure that all buildings are kept clean and safe for the enjoyment and educational needs of staff, volunteers and visitors.
3. Accession, catalogue, digitize, and safely store donated artefacts in the collections storage areas in accordance with museum standards using safe handling practices, adding to the museum’s collection management database; and
4. Other collections/exhibition related duties will be assigned as time permits.

Job Description – Collections Assistant Summer Student Grey Roots Museum and Archives

Created or Revised: February/2020 Page 3

 Job Descriptions

Position Title: Historic Site Interpreter

Department: Grey Roots Museum and Archives

Reports To: Engagement and Education Manager

## Purpose

Grey Roots Museum and Archives is a 40,000 square foot facility with six exhibit galleries, four of which house travelling exhibits from other museums and temporary exhibits from our own collection. We feature Moreston Heritage Village with twelve period buildings filled with period and time-appropriate artefacts, these buildings are publicly accessible to visitors from late June through September each year. Eight others are to be built and added to the village in the long-range plan. Grey Roots offers numerous special events and community programs, especially during the summer months.

## Responsibilities

### Project and Job Objectives

This position will appeal to outgoing and enthusiastic youth who enjoy public speaking, interacting with the public and have an interest in history, education, social sciences and/or the humanities in general.

In this position, you can expect to research, develop and deliver interpretive programmes, tours, demonstrations and activities of Grey Roots Museum and Moreston Heritage Village to schools, adult groups and general visitors.

This position researches life in the 19th and early 20th centuries in Grey County in order to become knowledgeable of the history and geography of the communities within Grey, in order to interpret its stories within the context of Canada’s history and subsequently, world history. Assists in Heritage Interpretation special events and programming as needed.

### Description of Tasks

* Interact with visitors via lively and engaging museum programs.
* Deliver activities and demonstrations inside the historic buildings of Moreston Heritage Village wearing a historic costume.
* Liaise with Village Volunteers, assisting them in the interpretation of Moreston Heritage Village.

Job Description – Heritage Site Interpreter Summer Youth Grey Roots Museum and Archives

Created or Revised: February/2020 Page 1

* Assist in routine, daily Heritage Interpretation functions including caring for livestock (cows and chickens), watering gardens, daily garbage checks, opening and closing the Village.
* Assist in the delivery of Grey Roots programming for school, children’s programming, adult and general groups.
* Assist with exhibit research, preparing exhibit objects for display.
* Contribute to the development of special events and related programming.
* Ensure information, assistance and guidance given to all visitors is accurate and in accordance with Grey Roots’ policies.
* Assist in the marketing of the site and its programs.

### Other Duties

* Maintains skills at a high level. Participates in training and development as suggested and arranged by the Engagement and Education Manager
* May be required to write about topics relating to Grey Roots for e-newsletter, newspapers or the web as required.
* Involved in the delivery of activities during scheduled PA Day programming.
* Responsible as an employee for Occupational Health and Safety.
* Participates in other related Grey Roots activity as assigned by the Engagement and Education Manager

### Work Plan

In May, youth follow a structured two-week training period designed to introduce them to the facility and the topics to become familiarized with. Working as part of a team, youth are given a special project to work on until July. In the weeks leading up to the “Grand Opening” in July, Historic Site Interpreters assist in developing and delivering school programs while researching and rehearsing Moreston Heritage Village tour material and demonstrations to be offered to the public. Over the summer, Historic Site interpreters assist with special events, exhibit openings, other programming duties and special research projects as required.

Job Description – Heritage Site Interpreter Summer Youth Grey Roots Museum and Archives

Created or Revised: February/2020 Page 2

 Job Descriptions

Position Title: KidsCamp Assistant

Department: Grey Roots Museum and Archives

Reports To: Engagement and Education Manager

## Purpose

Grey Roots Museum and Archives is a 40,000 square foot facility with six exhibit galleries, four of which house travelling exhibits from other museums and temporary exhibits from our own collection. We feature Moreston Heritage Village, with twelve period buildings filled with period and time-appropriate artefacts and these buildings are publicly accessible to visitors from late June through September each year. Eight others are to be built and added to the village in the long-range plan. Grey Roots offers numerous special events and community programs, especially during the summer months.

## Responsibilities

### Project and Job Objectives

The KidsCamp Assistant’s primary duty is to assist with coordinating, researching, developing and delivering eight weeks of KidsCamp activities and programs. The student also has a role to play in helping the Heritage Interpretation Department with special events and additional programming for both children and adults, as required.

We are busy during the May to Labour Day period with school groups travelling to Grey Roots to experience a variety of education programs, PA Day programs, eight weeks of KidsCamp (held Monday through Friday for children 5-10), Group Tours, special events, a summer travelling exhibit, and Moreston Heritage Village which is open seven days a week from late June to Labour Day with demonstrations and interpreters throughout the site.

Job Description – KidsCamp Assistant Summer Student Grey Roots Museum and Archives

Created or Revised: February/2020 Page 1

### Description of Tasks

* Researches, develops and delivers daily lesson/activity plans for eight weeks of KidsCamp programming
* Arranges for necessary materials, equipment and supplies to be available for activities such as craft materials, toys, games, etc.
* Ensures the maintenance of a safe and clean environment for children, other staff, and volunteers.
* Assists in training youth volunteers (Junior Interpreters 13 – 17) to assist at KidsCamp.
* Assists in the production of promotional materials to attract participants and volunteers.
* Assists in maintaining medical, emergency, safety and permission documents as well as other administrative details
* Maintains open and effective communication with parents of participating children and Junior Interpreters (youth volunteers).

### Other Duties

* Participates in Grey Roots Interpretive and Special Event Programs, PA Day programs
* Assists in all activities, special on-site events, adult and children’s programming, both on and off site.
* Maintains skills at a high level. Participates in training and development opportunities as suggested and arranged by the Engagement and Education Manager.
* May be required to write about topics relating to Grey Roots for newsletters, newspapers or the web as required.
* Responsible as an employee for Occupational Health and Safety.
* Participates in other related Grey Roots activities assigned by the Engagement and Education Manager.

### Work Plan

In May, the student follows a structured two-week training period designed to introduce him/her to the facility and the topics to become familiarized with. Following this, the student’s primary responsibility is to research, develop and prepare eight themed weeks of Summer KidsCamp programs. In June, the student will also work closely with the Heritage Interpretation department in honing their classroom management and activity delivery skills as they deliver school programs.

In July and August, KidsCamp runs in full swing with eight weeks of programming to be delivered. At the end of August, the student is involved in end-of-program cleaning and submits wrap-up reports with recommendations for the following year.

Job Description – KidsCamp Assistant Summer Student Grey Roots Museum and Archives

Created or Revised: February/2020 Page 2

 Job Descriptions

Position Title: Visitor Services Assistant

Department: Grey Roots Museum and Archives

Reports To: Engagement and Education Manager

## Purpose

Grey Roots Museum and Archives is a 40,000 square foot facility with six exhibit galleries, four of which house travelling exhibits from other museums and temporary exhibits from our own collection. We feature Moreston Heritage Village, with twelve period buildings filled with period and time-appropriate artefacts, and these buildings are publicly accessible to visitors from late June through September each year. Eight others are to be built and added to the village in the long-range plan. Grey Roots offers numerous special events and community programs, especially during the summer months.

## Responsibilities

### Project and Job Objectives

This position requires a highly motivated individual with a cheery disposition to meet and greet visitors upon arrival to Grey Roots and ensure they have a world class experience. The youth will learn and operate our Point of Sale cash system while carrying out other Museum Store and Visitor Services duties. The youth must be able to handle administrative/clerical responsibilities in a computerized environment.

Job Description – Visitor Services Assistant Summer Youth Grey Roots Museum and Archives

Created or Revised: February/2020 Page 1

### Description of Tasks

The youth will be part of the Visitor Services Team. Responsibilities include:

* Meeting and greeting visitors (in person and on phone), providing timely information and answering general questions about Grey Roots Museum and Grey County tourism.
* Opening and closing the facility daily.
* Running transactions on the POS and handling cash.
* Conducting routine Museum Store merchandise operations including inventory, display and cleanliness.
* Proactively assisting all visitors with Museum merchandise sales.
* Handling paperwork and payments for group tours.
* Promoting museum memberships.
* Monitoring the visitor experience, taking immediate actions to assure any issues are addressed.
* Liaising with appropriate Grey Roots staff to achieve resolutions to visitor mishaps and potential complaints.
* Other duties as required.

### Work Plan

This placement is during our high season: we are open 10:00 am – 5:00 pm, seven days a week. The successful youth will begin right away with front line training while shadowing senior Visitor Services staff. His/her skills will grow along with their confidence in conducting front desk duties.

We are busy during the May to Labour Day period with school groups travelling to Grey Roots to experience a variety of education programs, PA Day programs, eight weeks of KidsCamp (held Monday through Friday for children 5-10), Group Tours, special events, a blockbuster travelling exhibit, and Moreston Heritage Village which is open seven days a week from late June to Labour Day with demonstrations and interpreters throughout the site.

This is a fast-paced environment meeting, greeting and serving the variety of visitors coming through the door. The youth can also expect to assist with marketing, setting up and preparing for educational programs, setting up for rentals and special events. Orientation and supervision is ongoing.

Job Description – Visitor Services Assistant Summer Youth Grey Roots Museum and Archives

Created or Revised: February/2020 Page 2