



Grey Roots Museum & Archives

Job Descriptions

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[Archival Assistant](#)

[Collections Assistant](#)

[Heritage Village and Facility Maintenance Assistant](#)

[Historic Site Interpreter](#)

[KidsCamp Assistant](#)

[Visitor Services Assistant](#)

A decorative graphic consisting of several overlapping, semi-transparent geometric shapes in shades of blue and grey. The year "2019" is printed in a large, black, sans-serif font on the right side of the graphic.

2019

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.

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.

Responsibilities

Description of Tasks

Writing and Design

The Archival Assistant will write review of the 157th Owen Sound Emancipation Picnic (now called the Emancipation Celebration Festival) for Volume 16 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).

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.

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

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.

The student will also prepare an exhibit pod at the entrance to the Reading Room in 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: 1 week

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, Outreach exhibit pod: 3 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.

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 in 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 2019 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 2019 replacing worn textiles with others that are appropriate and in better condition.

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, 2019.

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.

From **May to August**, 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.

Additionally, in **May and June**, the student will familiarize him/herself with the museum artefacts in the 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.

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.

Position Title: Heritage Village and Facility Maintenance Assistant

Department: Grey Roots Museum and Archives

Reports To: Operations 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

In this position, the Heritage Village and Museum Technical Assistant will develop an understanding of the technical role in a museum environment. The youth will employ the vision of Grey Roots Museum and Archives through the mission statement in his or her work. The position aids with the development of Moreston Heritage Village which is especially active in the summer months, participates in automotive restoration projects, and also assists Heritage Interpretation special events and programming as needed with exhibit and event set up. This position is much needed to help keep the Heritage Village functioning during the summer when it is open to the public 10-5, seven days a week and also to contribute towards our long-range plan with respect to the development of the Heritage Village.

Description of Tasks

The Heritage Village and Museum Technical Assistant's responsibilities will include:

1. Helping the Operations Manager with the facility and grounds keeping in both the visitor areas and the Heritage Village, Moreston. To this end, the youth must be appreciative of the historic nature of the village, where gardens, vegetables, grasses and other plants as well as farm animals have been selected to remain true to what Grey County pioneers early 20th century residents would have experienced.
2. Assisting with Heritage Village and exhibit construction projects as well as automotive restoration and small scale train projects while learning how to use a variety of tools and equipment safely. These projects also require sensitivity on the part of the youth to the period applicable for the building or item being worked on – either in using techniques and materials of the period, or using modern tools and supplies, but to create a historically suitable effect.
3. Aid with the maintenance of equipment while working within the limits of his or her individual skill and qualification.
4. Assist with exhibit and events – both preparations before, as well as steps after, to be able to move on to next activity.
5. Assist Facility Services staff with light janitorial maintenance.
6. Able to work weekends

Work Plan

Heritage village landscaping - planting trees appropriate to native climate – 3 weeks

Maintenance of Antique vehicles – 3 weeks

Small scale train project – 2 weeks

Assisting with exhibits set up and take down, event set up and clean up, setting up for school programming – 2 weeks

Maintenance of Historical Buildings other Moreston Heritage Village built features – 3 weeks

Other duties – 3 weeks

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

Position Title:	Historic Site Interpreter
Department:	Grey Roots Museum and Archives
Reports To:	Engagement and Education Manager

Purpose

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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.

- 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.

Position Title:	KidsCamp Assistant
Department:	Grey Roots Museum and Archives
Reports To:	Engagement and Education Manager

Purpose

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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 – 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 last, but not least, Moreston Heritage Village which is open seven days a week from late June-Labour Day with demonstrations and interpreters throughout the site.

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 8 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.

Position Title:	Visitor Services Assistant
Department:	Grey Roots Museum and Archives
Reports To:	Engagement and Education Manager

Purpose

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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.

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 – 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 last, but not least, Moreston Heritage Village which is open seven days a week from late June-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.