



JOB DESCRIPTION

POSITION TITLE: COLLECTIONS ASSISTANT
REPORTS TO: CULTURAL DEVELOPMENT COORDINATOR
CATEGORY: STUDENT – 35 HOURS/WEEK
EMPLOYMENT DATES: MAY 08 TO AUGUST 25TH, 2023
HOURLY RATE: \$18.04

POSITION SUMMARY:

Loyalist Township is now accepting applications for a Collections Assistant. This summer position will work directly with the Heritage, Culture and Tourism team and will support the daily operations of two Township-owned historical sites: including the Bath Museum and the Babcock Mill. The successful candidate will assist with a variety of tasks at their assigned site, including collection research, site interpretation, and supporting the delivery of special events and programs. This role will include a site-specific curatorial project working directly with the collection. The successful candidate will also support the daily operations which includes interacting with visitors and administrative functions. The successful student will gain valuable work experience in the museum and heritage sector.

QUALIFICATIONS & EXPERIENCE:

- Currently enrolled in post-secondary education in Museum Studies, History, Classics, or related field.
- Must be a full-time student planning to return to full time studies in the Fall of 2023.
- Interested in local history or genealogy.
- Strong research, analytical and communication skills with a high level of attention to detail and the ability to work independently on specific tasks.
- Excellent customer service and ability to interact with visitors.
- Experience volunteering or working in the museum field will be considered an asset.

DUTIES AND RESPONSIBILITIES:

The student will assist with:

- Work with HCT staff to complete a curatorial project.
- The administration of the museum including documenting data on visitor attendance and satisfaction.
- Support site operations, workshops, and special programs.
- Collections management including cataloguing and inventory.
- Caring for the collection.
- Supporting special programs, events and tours that are supported by the Township
- Assist with cleaning and maintenance of the museums physical plant, grounds, and exhibits.
- Other duties as assigned.

WORKING RELATIONSHIPS:

Internal

Daily communication with Township employees

External

Occasional interactions with Township residents and visitors

WORKING CONDITIONS:

Normal office-type environment (may be in office or other municipal buildings). May be seated for long periods (3-4 hours).

The job description reflects the primary duties and responsibilities of this position and should not be construed to describe in detail all duties and responsibilities of the job.

Please submit an application along with your cover letter and résumé using the Apply Now button below **by Sunday, February 5th at 11:59 PM**. Interviews to be scheduled in the weeks of February 13-17th and 20th-24th.

APPLY NOW!