

Aylmer-Malahide Museum & Archives
14 East St. Aylmer, ON N5H 1W2
519-773-9723 museumbooks@amtelecom.net

CANADA SUMMER JOBS - STUDENT JOB DESCRIPTION

**NOTE: STUDENTS HIRED MUST MEET SPECIFIC GRANT CRITERIA.
Applicants must currently be a student and be returning to school in September.**

Interested students should register at www.servicecanada.gc.ca

COLLECTION INDEXER

Wages: \$14.25/hour

30 hours per week – Tuesday – Saturday. May include occasional Sundays and/or evenings.
Anticipated start date June 7 – Aug 14, 2021

Tasks & Responsibilities

Under the direct supervision of the curator of the Aylmer-Malahide Museum & Archives, students will:

- Assist museum staff in the effort to fully digitize the records relating to the museum collection
- Organize and document artifacts within a specified area of the collection, including creating photographic records and database entry for each artifact
- Identify artifacts that do not fall within the museum mandate and set aside for review by the collection committee.
- Assist with guided exhibit tours and visitors as needed.
- Assist with exhibit installation according to the Exhibit plan as set by the curator.

Education & Qualifications

- Secondary school graduation
- Enrolled in post-secondary education related to culture, education, history, science and/or tourism and recreation preferred
- Experience in museum related work an asset
- Experience working with volunteers an asset
- Must possess strong computer skills in Microsoft Word, Excel & Access
- Must be a self-starter and able to work independently as well as in a team setting
- Provision of police records search
- Must have own transportation
- Must be physically able to climb stairs, carry boxes, lift and reach.

The Aylmer-Malahide Museum & Archives is an equal opportunity employer. **Qualified applicants are invited to submit a cover letter and detailed resume by email no later than May 21, 2021 to**

museumbooks@amtelecom.net attention: Kathi Vandermeer

Interviews to be scheduled week of May 25. Due to current restrictions, interviews will be held via Zoom.

We thank all applicants who apply for this position, however, only those applicants selected for an interview will be contacted. Personal information collected, will be used for the purpose of candidate selection only.