

Aylmer-Malahide Museum & Archives
14 East St. Aylmer, ON N5H 1W2
519-773-9723 officemanager@aylmermuseum.ca

CANADA SUMMER JOBS - STUDENT JOB DESCRIPTION

**NOTE: POSITIONS ARE SUBJECT TO PENDING FUNDING APPROVALS.
STUDENTS HIRED MUST MEET SPECIFIC GRANT CRITERIA.**

Applicants must currently be a student and be returning to school in September.

MUSEUM COLLECTIONS ASSISTANT

Wages: \$17.20/hour

35 hours per week, Tuesday to Saturday. May include occasional Sundays and/or evenings.
Anticipated start date June 30, 2025; anticipated end date August 23, 2025.

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 records relating to the museum collection.
- Organize and document artifacts within a specified area of the collection, including creating a photographic record and database entry for each artifact.
- Identify artifacts that do not fall within the museum mandate and set aside for review by the Acquisition Committee.
- Assist with guided exhibit tours and visitors as needed.

Education & Qualifications

- Secondary school graduation.
- Enrolled in post-secondary education, preferably related to culture, education, history, science, or tourism.
- Experience in museum-related work an asset.
- Experience working with volunteers an asset.
- Must possess strong computer skills in Microsoft Word and Excel.
- Must be a self-starter and able to work independently as well as in a team setting.
- Applicants may be required to provide a police records check.

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 April 17, 2025 to**

officemanager@aylmermuseum.ca attention: Kathi Vandermeer

Interviews to be scheduled week of April 28.

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.