

Job Posting - Archives Clerk

Organization: Sault Ste. Marie & 49th Field Regiment RCA Historical Society

Job Type: Student - Seasonal Summer Contract

Language Requirements: English

Location: Sault Ste. Marie, Ontario

Application Deadline: May 16th, 2022 by 5:00pm

Job Start Date: May 23rd, 2022

Salary: \$15.00/ hour

Duration: 8 weeks at 35 hours a week

Description:

This position will work with the Executive Director/Chief Curator and the Curatorial Collections Assistant to assist in the second stage of the Collections and Archival Re:Org Project. The Sault Ste. Marie is moving into its second stage of this Re:Org project involving the current archival storage spaces. This position will assist in the re-organization of the current collections of books, documents, and photographs to ensure that both space saving and proper procedures and policies are followed. Hands on experience working with these items and various artifact and archival collections will be integral to this position. This position will also work with the Curatorial team in the development and creation of exhibitions, panel writing, publication, artifact labelling, and collection database management; conducting additional research on artifacts and items.

Other duties include but are not limited to day-to-day operation of the Museum, opening and closing, interacting with visitors, and ensuring all information is presented in a friendly, positive, and accurate manner - depending on restrictions set out by Public Health.

Qualifications:

Eligible candidates must be between 15 and 30 years of age at the start of the employment, be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment*; and, have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Post-secondary education and or/experience in the following fields is desirable: History, Curatorial Studies, Museum Studies, Archival Studies, and related fields of study.

We thank all applicants in advance for your interest. Only those selected for an interview will be contacted. No calls or Visits Please. The Sault Ste Marie Museum is an equal opportunity employer and encourages applications from qualified applicants regardless of race, religion, sex, sexual orientation, gender identity, Aboriginal status, nationality, age, or any other factors. Disability-related accommodations during the application process will also be available upon request

Please include in your covering letter how you meet the Canada Summer Jobs Eligibility Requirements. Applications are due by May 16th, 2022 by 5:00pm. Please send resume, cover letter in an email to William Hollingshead, Executive Director & Chief Curator of the Sault Ste Marie Museum at info@saultmuseum.ca.