

Job Posting – Collections Archivist

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 27th, 2022 by 5:00pm

Job Start Date: June 6th, 2022

Salary: \$15.00/ hour

Duration: 8 weeks at 35 hours a week

Description:

This position will work with the Assistant Curator and Executive Director/Chief Curator to work on the re-organization of collection storage spaces within the Museum. Hands on experience in working with collections management, artifact handling, proper storage techniques, and basic preventative conservation will be part of this position. The Sault Ste. Marie Museum has been working on storage reorganization to be able to continue to collect into the future and take on significant community donations including: The Royal Canadian Legion Branch 25 Collection, Bon Soo Collection, Finish Rest Home Society Collection, and the Sault Ste. Marie Police Force Collection. This position will also work with the Curatorial team to accession, describe, catalogue, and digitize donated objects, archival materials, and photographs/media items into the Museum's Collection. This position will also assist in the transferring of curatorial records, editing, inputting, and updating of the Museum's Past Perfect Collections Management Database Software.

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 Summer Canada Jobs Eligibility Requirements. Applications are due by May 27th, 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.