

**Job Posting – Archival Assistant**

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

**Job Type:** Seasonal Summer Contract

**Language Requirements:** English

**Location:** Sault Ste. Marie, Ontario

**Application Deadline:** May 15th, 2026 by 5:00pm

**Job Start Date:** June 01, 2026

**Salary:** \$17.60/ hour

**Duration:** 8 weeks at 35 hours a week

**Description:**

This position will work with the Executive Director and Chief Curator to continue the process of transferring the Museum database to the Past Perfect online database. This position will be responsible for entering physical accession cards into the online database, scanning physical archival materials, and organizing archival storage spaces. This position will make use of our digitization suite to perform any specialized digitization of film media or audio media to enhance the collection. Large recent donations have come into the Museum including the Beth Jacob Synagogue, Sault Ste. Marie Downtown Association, and a large collection to be acquired from a prominent local figure in Sault Ste. Marie that need to be accessioned and organized.

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 15th, 2026 by 5:00pm. Please send a resume, cover letter in an email to William Hollingshead, Executive Director & Chief Curator of the Sault Ste Marie Museum at [info@saultmuseum.ca](mailto:info@saultmuseum.ca).