



Job Posting

Position: Collections Assistant

Rate of Pay: \$15/hour

Hours: 35 hours/week

Duration of Employment: May 25th – September 4th, 2021 *** (subject to change)

Application Deadline: Friday, March 19th (5:00pm)

The Frontenac County Schools Museum is a unique place where Ontario history is both preserved and brought to life. Within its collections are documents and artifacts from a time when many children in Ontario learned to read and write in one-room schools. Today, tours, special events and programs (both in-person and virtual) give many others a chance to experience Ontario's educational legacy.

The Schools Museum is seeking a Collections Assistant to aid the museum in its ongoing collections inventory project:

The Collections Assistant will:

- Evaluate, photograph and catalogue objects in the Museum's collection
- Maintain comprehensive and accurate collection records
- Upload object descriptions and photographs into the Museum's database, Past Perfect
- Assist the Curator with re-housing objects as necessary (labeling storage containers, wrapping objects in acid-free tissue)
- Greet members of the general public on occasion
- Open and close the museum
- Offer program planning and event support as needed
- Perform other duties as required (general housekeeping or administrative tasks)

The ideal candidate will possess the following skills and/or qualifications:

- Must be eligible for funding under the terms of the Young Canada Works (a current student returning to full-time studies in the Fall)

- Excellent writing skills with extreme attention to detail.
- Ability to deal courteously and professionally with staff, volunteers, and members of the public.
- Ability to be self-directed and work independently.
- Ability to speak another language, particularly French, considered a strong asset
- Previous experience working or volunteering in a museum considered an asset, but not necessary

As an equal opportunity employer, we strongly encourage women, Indigenous peoples, members of visible minorities and persons with disabilities to apply for employment.

Please submit your resume and cover letter to Liz Watkins at fcschoolsmuseum@gmail.com. Please include the position you are applying for in the subject line.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

*** This position is subject through the availability of funding from the Young Canada Works or Canada Summer Jobs grant programs.