



## Canada Summer Jobs Museum Curator Assistant

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We are seeking creative and resourceful individuals to support the Museum Curator in assessing the current collection and developing the museum's collection database.

The ideal candidates will have an interest in History, research, be creative, have good written and spoken English, and excellent computer skills. Reporting to the Museum Curator, responsibilities include:

- Working in storage areas to move artifacts and archival collections from storage areas to the work zones for assessment and recording.
- Updating artifact records, photographing and condition reports, reconciling inventory against database records.
- Update the public, Board of Directors, volunteers, and members on the progress of the project via meetings reports and social media.

### Qualifications:

- Ideally a student with courses in history, museum or archival studies, or other related areas of study
- Computer skills including knowledge and experience with the Microsoft suite and Adobe Photoshop are an asset
- Excellent organizational and manual skills
- Good communication skills, written and verbal

Only those candidates chosen for an interview will be contacted

Position is 12 weeks, between May 27 to August 30, 2019

30 Hours per week

\$15 per hour

