

## Curatorial Assistant

The Uxbridge Historical Centre (Uxbridge-Scott Museum & Archives) is seeking to hire a student for the position of Curatorial Assistant. The student will gain valuable experience working with museum collections and gain an understanding of the practices and procedures pertaining to museum objects, inputting and updating artifact records into the museum's collections management database, and storage and exhibit preparation while supporting and participating in activities that promote volunteer participation and enhance visitor engagement.

### Curatorial Assistant Responsibilities:

- Assist with the assessment and inventory of collection artifacts
- Conduct research using archival documents and other research tools
- Assist with reorganizing artifact storage areas, condition assessments and exhibition planning
- Update the collections database through data entry and editing
- Participate in the planning and implementation of public programs, tours and all aspects of visitor services
- Review and understand Museum collections management policies and procedures, Health and Safety, and other appropriate policies and procedures

### Qualifications:

This position will be of interest to students attracted to history, museums, arts administration or similar. The ideal candidate possesses strong organizational and communication skills and enjoys learning and sharing information. Customer service experience or experience working with volunteers would be considered an asset. Computer skills required.

Terms: This is a 8 week, 30 hours per week, contract position starting in June. The rate of pay is \$14.00 per hour. This position is funded through the Canada Summer Jobs program. Candidates must be between 15 to 30 years who are full-time students intending to return to their studies in the next school year.

Location: Uxbridge Historical Centre, 7239 Concession 6, Uxbridge Ontario

To Apply: Interested applicants should submit their resume and covering letter with Curatorial Assistant in the subject line to:

Pat Neal  
Manager/Curator  
Uxbridge Historical Centre  
Box 1301  
Uxbridge ON L9P 1N5  
[pneal@town.uxbridge.on.ca](mailto:pneal@town.uxbridge.on.ca)

Application deadline: May 14, 2018

*We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The Township of Uxbridge will provide accommodations throughout the recruitment and*

*selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy*

We thank all applicants, but only those selected for an interview will be contacted.