



WOODLAND
CULTURAL CENTRE

SUMMER JOB POSTING

Museum Assistant

The Job Description for the Museum Assistant is as follows:

Function: Within the Museum program, the Museum Assistant assumes responsibility for assisting with the accessioning, cataloguing, photography, labelling, and inventory of artifacts within the collection of the Woodland Cultural Centre. The Aide will work in conjunction with the Collections Registrar in ensuring the care and handling of the artifact, art, and archives collection; and will also be called upon to lend assistance as needed in areas such as exhibition display, reception duties, and museum housekeeping.

Responsibilities:

- a. Research and become familiar with the Museum program, the Museum collection, the Cultural Centre, and the Care and Handling of Artifacts.
- b. Participate in training as deemed appropriate by the Collections Registrar, Museum Director and/or the Artistic Director.
- c. Help with the labelling of artifacts, do detailed condition reports of artifacts, take photographs of artifacts, store the artifacts appropriately, and aid in the annual inventory of collections.
- d. Work the reception desk on a rotating basis; this will include becoming familiar with the telephone system, money-handling procedures, customer service skills, and specific museum knowledge and general cultural information.
- e. Participate in and contribute to all staff and professional meetings required of the position.
- f. Complete other tasks (i.e., clerical, specialty cleaning of artifacts/collections storage area, etc.) as assigned.
- g. Ensure and maintain office space and equipment in a satisfactory manner.

Under the supervision of the Collections Registrar, the Museum Assistant will undertake the following activities:

Activities:

Initial:

Become familiar with the programs, services, and staff of the Woodland Cultural Centre. Complete orientation to the Museum programs of the Woodland Cultural Centre (policies, safety regulations, location of various resource materials).

Train in the areas of artifact care and handling, collections organization, and accessioning and cataloguing of items. This will include learning how to operate specialty equipment such as a Hygrothermagraph, lux meter, artifact vacuum, and an RH/Temperature Reading Kit.

Learn about and adhere to the Dress Code of the Woodland Cultural Centre.



WOODLAND
CULTURAL CENTRE

On-going:

Accessioning – assigning chronological numbers to each incoming artifact according to the system already in place; and recording basic data on the artifacts
Labelling – learning and using appropriate materials and techniques to apply the accession number to the artifact according to museum professional standards
Cataloguing – using appropriate museum terminology complete condition reports on all incoming artifacts; including photographs of the objects
Inventory – aid in physically locating and examining of the artifacts in the collections to ensure they are present, in the correct location, and their state

Qualifications:

Must be a Post-Secondary School student
Must be highly organized and detail-oriented
Good penmanship required as labelling and reports are by hand
Able to function well independently as well as within a team setting
Knowledge of Ongwehonweh culture an asset
Knowledge of photography an asset
Previous museum experience an asset

Parameters of Contract:

- Must be registered with Grand River Employment and Training Student Office
- Must be planning to return to school for the Fall Semester
- Wage is \$14.00/hour for up to 532.5 hours (must have completed these hours before September 1, 2019) [15 weeks at 37.5 hours per work minus unpaid holidays]
- Start Date - Immediately

Preference will be given to applicants of Indigenous heritage.

If interested, please send cover letter and resumé with references to:

Woodland Cultural Centre
184 Mohawk Street, Brantford, ON N3S 2X2

Attn: Tara Froman
Collections Registrar
(519) 759-2650
museum@woodlandculturalcentre.ca

Note: Only those selected for an interview will be contacted.