



WOODLAND  
CULTURAL CENTRE

### Job Posting

**Job Title:** Museum Assistant  
**Duration:** June 12<sup>th</sup>, 2023 to September 1<sup>st</sup>, 2023  
**Wages:** \$15.50/hour, 35 hours per week (7 hours per day, 5 days per week)

#### Job Purpose:

Within the Museum program, the Museum Clerk 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 take the lead in the creation of social media posts for the museum and collections programs.

#### Responsibilities:

- Research and become familiar with the Museum program, the Museum collection, the Cultural Centre, and the Care and Handling of Artifacts.
- Participate in training as deemed appropriate by the Collections Registrar and Curator.
- 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.
- 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.
- Participate in and contribute to all staff and professional meetings required of the position.
- Complete other tasks (i.e., clerical, specialty cleaning of artifacts/collections storage area, etc.) as assigned.
- Ensure and maintain office space and equipment in a satisfactory manner.
- Develop a social media plan and posts for the Collections program for the fiscal year 2023/24.

Under the supervision of the Collections Registrar, the Museum Assistant will undertake the following 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 Hygrothermograph, 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
- Technology – filming and/or photographing social media moments for the Collections program under the guidance of the Collections Management team

**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
- Proficiency in social media and technical knowledge of posting

Applicants must qualify for GREAT summer student funding to be qualified for the position. Only those applicants selected for an interview will be contacted. Applicants must have access to transportation to Woodland, and access to reliable internet in the case of working remotely.

Applicants shall submit a cover letter, resume, and two references by **4 pm on Friday June 2nd, 2023**, to:  
The GREAT Business Opportunity Centre, P.O. Box 69, 16 Sunrise Court, Ohsweken, Ontario N0A 1M0  
Tel: (519) 445-4074 ♦ Toll Free: 1-888-218-8230 ♦ Fax: (519) 445-4777 ♦ [www.greatsn.com](http://www.greatsn.com)