



## **Collections Assistant Job Posting (Summer 2025)**

The Great Lakes Museum is seeking **two Collections Assistants** with excellent organizational and research skills to assist Museum staff with collections management and exhibit development tasks throughout the busy summer season. The Collections Assistants will support the preservation and reorganization of the Museum's collection, as well as the development of interpretive gallery displays. This role will involve reviewing, cataloguing, and ensuring the proper storage of historic items in addition to enacting preventative conservation under the supervision of the Museum Manager and Collections Coordinator. Collections Assistants will also provide customer services on an as needed basis. This position is a great opportunity to work in a friendly, creative and collaborative work environment while developing collections management, customer service, and research and exhibit development skills. The Museum's mission is to inspire an enduring connection to the maritime heritage of Kingston and the Great Lakes. This is a full-time summer position at \$18.50/hour for up to 16 weeks starting Monday, May 12, 2025.

**Application deadline: Friday, March 7, 2025 at 5pm**

### **Key areas of responsibility:**

- Assist with collections management tasks; including collections inventory and handling, research, transfer and storage of archival and artefact collections;
- Monitor any items that require further preservation or conservation attention; engage in supervised preventative or restorative conservation as needed
- Collaborate with the Museum Manager and the Programming and Collections Coordinator to research and develop exhibits
- Facilitate client requests for research within the collection with the support of the Museum Manager
- Provide customer service support as needed, including welcoming visitors, checking in guests, processing ticket and gift shop sales

### **Preferred Qualifications and Skills:**

- Meticulous attention to detail; strong research and organization skills
- Post-secondary study with a focus in history, library/archive science or museology
- Ability to work independently
- Experience working with PastPerfect4.0 is an asset
- Prior experience in collections management in a museum/archives setting is an asset
- Customer service experience is an asset
- Bilingual (French/English) is an asset
- Must be willing to work weekends throughout the summer, including Labour Day weekend

Physical requirements:

- Ability to lift up to 25 lbs
- Ability to sit for long periods of time

To apply, email a cover letter and resume to Doug Cowie at [collections@marmuseum.ca](mailto:collections@marmuseum.ca). We thank all applicants for their interest, however, only those selected for an interview will be contacted. **Deadline for applications is Friday, March 7<sup>th</sup>, 2025 at 5pm interviews will take place shortly after.** The Great Lakes Museum is an equal opportunity employer.