



Celebrating 50 Years - 1975-2025



## Collections Assistant Job Posting (Summer 2026)

The Great Lakes Museum seeks a Collections Assistant with excellent research skills to assist with managing a broad and unique collection and archive of maritime ephemera, and to support the development of educational displays or exhibits. This position is a great opportunity to work in a friendly, creative and collaborative work environment while developing the competencies and skills to work with a varied collection. The Museum's mission is to inspire an enduring connection to the maritime heritage of Kingston and the Great Lakes.

**Location:** Great Lakes Museum, 55 Ontario Street, Kingston | [www.greatlakesmuseum.ca](http://www.greatlakesmuseum.ca) | 613-542-2261

**Compensation:** \$18.50hr

**Hours:** Up to 37.4 hours a week. This is a full-time position.

**Start date:** May 11<sup>th</sup> **End date:** August 31, 2026

**Application deadline:** Sunday, March 30, 2026 5pm

The Collections Assistant will support the management and maintenance of the Great Lakes Museum artefact collection and ship plan library. Responsibilities include:

- a) Working with collections software, such as PastPerfect 5.0, assist with creating catalogue records for artefacts stored aboard the S.S. Keewatin
- b) Assisting with daily operations tasks related to the historic artefact collection, including monitoring temperature and humidity of S.S. Keewatin
- c) Photographing or digitally scanning recently accepted donations and new entries added to catalogue records.
- d) Supporting staff with public research requests, including retrieving and preparing ships plans or archival fonds for digitization, identifying records that have previously been digitized and presenting findings to the Curator
- e) Learning and implementing Museum policies and procedures concerning collections and operations, as well as health and safety; and documenting activity to keep track of items catalogued

### Preferred Qualifications and Skills:

- Must have excellent customer service and excellent oral communication skills in English, French is an asset
- Experience using digital data management software for research (i.e. Excel)
- Ability to work independently and take leadership over tasks
- Ability to take initiative and creatively problem solve
- Work with a team in a fast-paced environment
- Must be willing to work weekends throughout the summer, including Labour Day weekend.

**Physical requirements:**

- Ability to stand for long periods of time and lift up to 20lbs
- Ability to navigate narrow hallways and steep stairs
- Ability to work in changing environmental conditions; cold, heat, humidity
- Tolerance for motion and ability to maintain balance while standing (Though the ship is anchored in the dry dock, it is on the water and movement can be felt when inside, particularly on windy days)

**Accessibility Considerations:**

The collection space is partially located on the second floor of a national historic site and has no elevator/lift.

The S. S. Keewatin is not an accessible ship. Gangways, stairs and narrow corridors do not allow for the use of mobility devices. Candidates must be able to navigate narrow stairs, high doorway thresholds and uneven ground. The ship is not climate controlled and can become very hot and humid during the summer months.

As an equal opportunity employer, the Great Lakes Museum strongly encourages women, visible minorities, Indigenous peoples, persons with a disability, and persons who identify as members of the 2SLGBTQ+ communities to apply for employment.

To apply, please email a cover letter and resume to Doug Cowie at [manager@marmuseum.ca](mailto:manager@marmuseum.ca) . We thank all applicants for their interest, however, only those selected for an interview will be contacted.