

Job Poster:

Organization: Great Lakes Museum

Address: 55 Ontario Street, Kingston ON, K7L 2Y2

Position: Collections Specialist (YCW-BCH position)

Start date: October 26, 2025

End date: March 31, 2026

Salary: \$19.10/hr

Hours: 9:00am-5pm (except for occasional evening/weekend work for special programming), 37.5 hrs/week

Deadline to Apply: October 19 2026

The Great Lakes Museum seeks a Collections Specialist to assist with the management of a broad and unique collection of maritime archival materials and artifacts. Under direction of the Curator, the Specialist will lead a Collections Management Restoration Project that will organize, consolidate, inventory and properly store the Museum's archival and artifact collections to museum standards. (The collections became severely disorganized after being moved on and off site.) The Specialist will be exposed to and learn a variety of collection management procedures that focus on the preservation documentation of the museum collections.

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 an extensive and varied museum collection. 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 internship position at \$19.10/hour from October 26, 2026, to March 31, 2027.

Responsibilities include:

- Entering collections data into collections database software, such as PastPerfect 5.0 and Microsoft Excel.
- Organizing and consolidating both archival materials (primarily archival boxes and ship plans) and artifacts to new locations, conducting location inventories and updating databases.
- Cleaning and photographing artifacts, storing properly on shelving.
- Cataloging backlog of unprocessed archival materials and artifacts into the collections database and properly storing.
- Develop descriptive text with supporting images for the Museum web site highlighting Special Collections in the Museum's collections.

Candidates must be able to sit for long periods of time and navigate a set of twelve stairs as employee offices are on the second floor with no elevator access.

Preferred Qualifications and Skills:

- Knowledge of collection management methodology and techniques, including research, evaluation, handling, sorting, storing and labelling cultural artifacts, archival materials and digital files.
- Experience working in a museum environment, especially in collections management, cataloguing and/or handling artefacts.
- Experience using collections management database software such as PastPerfect and Microsoft Excel.
- Proficient verbal English communication skills.
- Demonstration of previous experience where attention to detail is required.
- Previous employment or experience in one or more of the following fields: education, photography, museum collections, public administration, record and information management, museology, archival science, library science and history.
- Ability to lift objects up to 40 pounds.
- Secondary school diploma required.
- Ability to work independently and periodically take leadership role with volunteers

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. We thank all applicants for their interest; however, only those selected for an interview will be contacted.