



JOB DESCRIPTION
Registrar

POSITION

Registrar, Oshawa Museum
29-week term, 32 hours/week
June – December, 2024

REPORTS TO

Archivist, Oshawa Museum

COMPENSATION

\$20.00 per hour

ABOUT THE OSHAWA MUSEUM

The Oshawa Museum is operated by the Oshawa Historical Society, a not-for-profit charitable institution. The Oshawa Museum preserves and actively promotes awareness and appreciation of Oshawa’s history for the education, enrichment and enjoyment of a diverse audience.

For over 60 years, the Oshawa Museum has celebrated Oshawa’s history with engaging events, inspiring exhibits, and an immense collection of archival materials. Nestled on the shores of Lake Ontario in beautiful Lakeview Park, the Oshawa Museum tells the story of Oshawa from Indigenous inhabitants to present day.

The Oshawa Museum is situated on the traditional territory and treaty lands of the Mississaugas of Scugog Island First Nation. Our work on these lands acknowledges the signatory communities of the Williams Treaty, as well as the Mississauga Nation and other members of the broader Indigenous community, for their resilience, and their longstanding contributions to the area now known as Durham Region.

POSITION SUMMARY

The Oshawa Museum is seeking an enthusiastic and motivated individual to work as a Registrar, focusing on collections database management. The Registrar will focus on ensuring that the collections database contains all accessions records and that those records are completed to the highest degree. The Registrar will also focus on flagging any records that may be biased and racist and ensure that those records are updated appropriately.

DUTIES AND RESPONSIBILITIES

- Meet with staff to for training on the database and to examine current collections database records.

- Assess current database records against the accessions registers to determine which accessions have not yet been entered into the database.
- Examine records described in the database and address any potential issues such as lack of information, photographs and/or problematic biased and/or racist descriptions.
- Develop information sheets to be added to any and all records that were flagged as problematic to provide context for the changes.

ESSENTIAL SKILLS AND QUALIFICATIONS

- Completed a university degree or college diploma program with a focus in museums, archives, history, or information management; or a combination of experience, education and training
- Proficiency in Microsoft Office
- Familiarity with museum management databases, particularly PastPerfect
- Ability to write and speak English proficiently
- Ability to read cursive handwriting
- Team player with ability to work on their own with minimal supervision

This position is funded in part through the Young Canada Works at Building Careers in Heritage program, and all applicants must be registered in the YCW candidate pool and meet the current YCW-BCH eligibility criteria. An individual may be eligible for an internship if they:

- are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians -holding temporary work visas or awaiting permanent resident status are not eligible);
- are legally entitled to work in Canada (have a valid social insurance number);
- are between 16 and 30 years of age inclusively at the start of employment; and
- are a college or university graduate (certificate, bachelor's, master's or doctorate).

Note: Priority will be given to graduates that have not previously participated in YCW internship programs and that are unemployed or underemployed.

The candidate will be asked to confirm their eligibility prior to the interviewing process.

Details: <https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/careers-heritage-graduates.html>

PREFERRED SKILLS AND QUALIFICATIONS

- Highly organized individual with precise and logical thought processes
- Responsible, flexible and self-motivated individual
- Knowledge or an interest in aspects of the history of Oshawa

WORKING CONDITIONS

The Registrar is required to work within the museum's regular weekday hours (Tuesday – Friday: 8am-4pm). However, they may also be required to assist with special events outside of these hours.

This position may be required to assist with programs or other museum functions, and may be required to help with setting up for programs and exhibits. They must therefore be able to frequently move outdoors between buildings, and work in occasionally noisy environments.

PLACE OF WORK

Oshawa Museum
1450 Simcoe St. South
Oshawa, Ontario L1H 8S8

JOB POSTING INFORMATION

The Oshawa Museum is committed to supporting a diverse environment and seeks candidates from underrepresented communities. LGBTQ2+, Indigenous, people of colour, people with a disability, and new Canadians are encouraged to apply.

TO APPLY:

Apply with a cover letter and C.V. Please enter the job title in the subject line, include your cover letter as the email body, and attach your C.V. in PDF format only. Other attachments will not be considered.

By email: archivist@oshawamuseum.org

The Oshawa Museum will retain all applications for this role for 1 year from the application deadline. We thank all applicants for their interest, but only those selected for an interview will be contacted.

APPLICATIONS DEADLINE: 4:00pm on May 13, 2024.