



— Collections. Spaces. People. —

JOB DESCRIPTION
Museum Registrar

POSITION

Museum Registrar, Oshawa Museum
13-week term, 32 hours/week
June 3 – August 31, 2024

REPORTS TO

Curator, Oshawa Museum

COMPENSATION

\$17.68 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 a motivated and creatively inspired individual to assist with the systematic review, inspection, and analysis of museum collections in order to improve their storage, care and management. The Museum Registrar will contribute toward the refinement of the collections and to the museum’s draft Collection Strategy, which will direct the future development of the museum’s collection. The Museum Registrar will also participate in the installation of a new exhibition at the Oshawa Museum.

DUTIES AND RESPONSIBILITIES

- Prepare and update database records associated with the textile and clothing collection
- Draft recommendations on objects to be conserved or deaccessioned

- Work with the Curator to create a preliminary list of strengths and gaps in the collection, to be incorporated into a new Collecting Strategy
- Identify storage deficiencies and possible upgrades
- Assist in the installation of a new major exhibit
- With museum staff, assist at museum events as assigned

ESSENTIAL SKILLS AND QUALIFICATIONS

- This role is funded in part by Canada Summer Jobs, which requires that the successful candidate be between the ages of 15 and 30 years of age
- Proficient in Microsoft Office and Adobe Photoshop
- Able to write and speak English proficiently
- Be a team player with ability to work on their own with minimal supervision

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

The Museum Registrar is a part of a flexible team of other museum staff, and we endeavour to schedule hours of work with consideration for your other commitments.

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: director@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.