



JOB DESCRIPTION **Museum Assistant**

POSITION

Museum Assistant, 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 day to day museum operations. This will include hands on work with the museum's collection of artifacts, experience in research and installation for exhibits and the development and delivery of summer programming.

DUTIES AND RESPONSIBILITIES

- Assist the Curator in working with local Indigenous organizations in Durham Region, and stakeholders of the Oshawa Historical Society to activate UNDRIP in Museums: *Indigenous Gallery Renewal: Before 100* and engage in a renewal of the Indigenous Gallery, *A Carrying Place*.

- Collection Management: Document museum artifacts, assist in collection storage organization for preventative conservation, and input collection records into the museum's database PastPerfect Museum Software.
- Exhibits: Assist with deinstallation of current exhibit and installation of exhibit *Untold Stories: Oshawa at 100*
- Research: Use the archival holdings and other sources of information to research artifacts and related material for the exhibit: *Untold Stories: Oshawa at 100*
- Special Events: Assist with walking tours, Canada Day activities, and other special programming and events
- Interact with the general public by welcoming visitors and conducting guided tours of the museum
- Assist with weekly house cleaning and preventative maintenance.

ESSENTIAL SKILLS AND QUALIFICATIONS

- Currently pursuing a university degree or college diploma program with course work focus in history, education, museum studies, fine arts; or a combination of experience, education and training
- Proficiency in Microsoft Office and Adobe Photoshop
- Ability to write and speak English proficiently
- Team player with ability to work on their own with minimal supervision
- Returning to full-time studies in the fall

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 Assistant 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 Assistant 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: curator@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.