



## **JOB DESCRIPTION** **Registrar (Internship)**

### **POSITION**

Registrar (Internship), Oshawa Museum  
28-week term, 32 hours/week  
June 2 – December 19, 2025

### **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 the reorganization of the collections areas and the accompanying database records. The intern will assess both the museum and archival collections and highlight collections weaknesses/strengths. The re-organization will include rehousing of items, preventative conservation and input in developing a deaccession list and ensuring that all database records reflect the changes made and ensure that all entries are completed to the highest degree possible.

The Registrar will also be tasked with evaluating current collections policy and working with senior staff to develop a collections plan. This plan will use the data collected regarding the collections weaknesses/strengths to ensure that gaps in the Oshawa Museum collections are addressed. The Registrar will research examples of collections plans, to develop a plan that works to ensure that the collections represent the diverse community that is Oshawa.

## **DUTIES AND RESPONSIBILITIES**

- Assess current collections and develop a plan for addressing redundant objects and rehousing of objects to be kept.
- Examine current collections and develop a plan to address gaps in the collections to ensure that the objects collected reflect the current community of Oshawa.
- Ensure that all metadata is accurate and reflects any changes made through the re-organization process.
- Assist with site tours, events, and other museum programming
- Assist with weekly house cleaning and preventative maintenance

## **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 by Young Canada Works at Building Careers in Heritage (YCW BCH), an employment program that offers graduates help in making the transition from college or university to the workplace. YCW BCH requires that participants:

- are Canadian citizens or permanent residents, 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).

## **PREFERRED SKILLS AND QUALIFICATIONS**

- Responsible, flexible and self-motivated individual
- Ability to interact and share information with the public with an open and friendly manner
- Knowledge or an interest in aspects of the history of Oshawa
- Knowledge or an interest in horticulture and heritage gardens

## **WORKING CONDITIONS**

The Registrar is required to work an average of 32 hours per week, within the museum's regular hours (Tuesday – Friday: 8am-4pm, Saturday-Sunday: 11:45-4:15pm). However, they may also be required to assist with special events outside of these hours.

The 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 indoors and outdoors, between buildings, and work in occasionally noisy and/or public 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 experiencing 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](mailto: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 April 18, 2025.