



## **JOB DESCRIPTION**

### **Digital Collections Assistant**

#### **POSITION**

Digital Collections Assistant, Oshawa Museum  
13-week term, 32 hours/week  
June 2 – August 29, 2025

#### **REPORTS TO**

Archivist, 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 Digital Collections Assistant to support the Archival Department. The Digital Collections Assistant will work with the Archivist on the day-to-day tasks of an archives, with a particular focus on the arrangement, accessioning, cataloguing, and migration planning of two digital collections of approximately 500 images (digitized or born digital) recently acquired by the museum.

The Digital Collections Assistant may also assist with events and leading tours of the museum.

#### **DUTIES AND RESPONSIBILITIES**

- Collection Management: Arrange, accession, and catalogue the Groen and Bonke digital collections; develop a migration plan to ensure that the digital image formats stay current;

- Research: Use the archival holdings and other sources of information to develop a finding aid for at least one of the newly accessioned digital collection
- Interact with the general public by conducting guided tours of the Museum and assisting researchers in the Archives

## **ESSENTIAL SKILLS AND QUALIFICATIONS**

- Currently pursuing a university degree or college diploma program with course work focus in archives, history, or information management; or a combination of experience, education and training
- Proficiency in Microsoft Office
- Ability to write and speak English proficiently
- Team player with ability to work on their own with minimal supervision

This position is funded in part by Young Canada Works in Heritage Organizations (YCWHO), an employment program that offers students the opportunity to improve their skills while acquiring practical knowledge in the heritage field. YCWHO 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 high school, college, CEGEP or university student.

## **PREFERRED SKILLS AND QUALIFICATIONS**

- Responsible, flexible and self-motivated individual
- Highly organized with precise and logical thought processes
- 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

## **WORKING CONDITIONS**

The Digital Collections Assistant 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 Digital Collections 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 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

# Digital Collections Assistant | 2025

---

## **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.