Job Posting

Position: Collections Assistant

The Great Lakes Museum seeks **a Collections Assistant** to assist the Museum Curator with inventorying and cataloguing the Museum's collection. Following the move of the Museum's extensive collection out of storage and back to its home at 55 Ontario St., the Collections Assistant will support the re-organisation of the collection. This position will involve data entry, artifact and archival handling and requires a strong attention to detail. The Collections Assistant will have the opportunity to work in a friendly, creative and collaborative work environment while developing research, collections management and data entry skills. The Museum's mission is to inspire an enduring connection to the maritime heritage of Kingston and the Great Lakes.

Key areas of responsibility:

•Inventory the Museum's extensive collection

• Cataloging collections

•Support cataloguing work; involves handling, data checking, data entry

•Assist with re-organising the collection onto shelving units and organizing

Preferred Qualifications and Skills:

• Computer literate in Microsoft Excel and Word

• Attention to detail critical for recording numbers and text into database

• Ability to take initiative, work independently or with a small team in a public environment

•Education or experience in collections management or artefact handling is an asset

•Experience working with archival documents an asset