

# Job Posting

Position: Collections Assistant



The Great Lakes Museum seeks a **Collections Assistant** with excellent customer service skills to assist the Museum Manager 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
- Support cataloguing work; involves handling and fact checking
- Assist with re-organising the collection onto shelving units and arranging items on display in the Museum
- Support ongoing research projects and tasks relating to exhibit development, public queries and program development

## Preferred Qualifications and Skills:

- Must have excellent customer service and communication skills.
- Passionate about maritime heritage and Canadian history.
- Education or experience in collections management or artefact handling is an asset.
- Experience working with archival documents an asset
- Computer literate in Microsoft Excel and Word; graphic design experience is an asset.
- Ability to take initiative, work independently or with a small team in a public environment.