



425 Donald St. E.
Thunder Bay, ON P7E 5V1
(807) 623-0801
www.thunderbaymuseum.com

JOB POSTING

ARCHIVAL ASSISTANT

- Position:** Archival Assistant
- Location:** Thunder Bay Museum
425 Donald St. E.
Thunder Bay, ON P7E 5V1
Telephone: (807) 623-0801
Email: cao@thunderbaymuseum.com
Website: www.thunderbaymuseum.com
- Duration:** May 27 to August 31, 2019 (35 hours per week)
- Rate of pay:** \$14.00 per hour
- Job description:** To assist the Archivist in the processing of archives. This will involve the accessioning, arranging, describing, and shelving of historical documents relating to the history of Northwestern Ontario and the posting of such information to the internet. Training will be provided.
- Qualifications:** Demonstrated organizational skills, good written communication skills, experience with computers, keyboarding ability, an interest in history and archives. Experience working in archives is a definite asset.
- Education level:** Post Secondary
- Applications:** Resume with covering letter mailed or emailed to:
Nick Sottile, CAO
Thunder Bay Museum
425 Donald St. E.
Thunder Bay, ON P7E 5V1
cao@thunderbaymuseum.com
- Deadline:** May 5, 2019

Eligible applicants:

1. Be legally entitled to work in Canada
 2. be a Canadian citizen, permanent resident or have refugee status
 3. be between 16 and 30 years of age at the start of employment
 4. be registered in the YCW on-line candidate inventory (www.youngcanadaworks.ca)
 5. be willing to commit to the full duration of the work assignment
 6. not have another full-time job (over 30 hrs/week) while employed with YCW
 7. have been a full-time student in the semester prior to the YCW job and intend to return to full-time studies in the semester after the YCW job.
- (POSITION SUBJECT TO FUNDING APPROVAL)