

Job Title: Collections Archivist

Location:

Thunder Bay Museum

425 Donald Street E.

Thunder Bay, ON P7E 5V1

Tel: (807) 623-0801 Fax: (807) 622-6880

Email: info@thunderbaymuseum.com

Web: www.thunderbaymuseum.com



Duration: April 26, 2021 to February 26, 2022 (Part time or Full time; minimum of 12 hrs per week)

Limited to a total of 276 hours

Rate of pay: \$14.25 per hour

Job description: Assisting with cataloging newly donated artifacts and archives to the museum, including photography or digitization, description, historical research. Will also assist with the maintenance of cataloging database records and data entry, as well as with general research inquiries. May assist with artifact inventory or collections re-organizations where needed.

Qualifications: Demonstrated organizational skills, good written communication skills, experience with computers, keyboarding ability, an interest in history and archives. Experience working in a museum or education based role is a definite asset.

Education level: Post Secondary

CONDITIONS OF EMPLOYMENT:

1. Must sign a confidentiality agreement
2. Is between 15 and 30 years of age (inclusive) at the start of employment;
3. Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act*; and
4. Is legally entitled to work according to the relevant provincial / territorial legislation and regulations.

* International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.

WORKING CONDITIONS:

1. Physical Demands: This position involves physical exertion produced by the incumbent in carrying out the responsibilities of the position beyond a standard office environment. The position requires the occasional ability to lift 22 kg above one's head, crawling, crouching, climbing, and lifting, carrying, and manual labor related tasks. It also involves extended time sitting, walking, and standing.
2. Environmental Conditions: This includes conditions in the work environment that have potential for negative physical impact on the incumbent. Areas of the job location are potentially dirty (including but not limited to allergens, irritants, toxins, and animal waste), loud noises, and

temperature extremes from -40° C to 35° C. The incumbent may be required to wear PPE (personal protective equipment) to mitigate these risks.

3. Sensory Demands: Sensory demands are an intense; incumbents will be required to use touch, smell, sight, and hearing to perform their duties on a regular basis.
4. Mental Demands: Mental demands indicate psychological impacts that are an unavoidable part of the job and place increased mental demands on the incumbent.

ONTARIO HUMAN RIGHTS CODE: It is a contravention of the Human Rights Code of Ontario to discriminate on the basis of: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, marital status, family status, disability, age, record of offences, gender identity or gender expression. Therefore, a resume submitted must not include references to any of the above characteristics.

Do not include:

- Photos
- Any certificates that have photo identification
- Driver's licences
- Police records checks

Note: The above documentation will be requested by the Thunder Bay Museum should you be the successful applicant. Please do not submit your Criminal Record Check with your application.

Applications: Resume with covering letter mailed or emailed to:
Scott Bradley, Executive Director
Thunder Bay Museum
425 Donald St. E.
Thunder Bay, Ont. P7E 5V1
director@thunderbaymuseum.com

Deadline: May 14, 2021

ACCOMMODATION: Reasonable accommodations are available upon request for all parts of the recruitment process.

The Thunder Bay Museum is an equal opportunity employer and encourages applications from Indigenous peoples, persons with disabilities, members of visible minority groups, and women. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. This is in accordance with Canadian immigration requirements. We appreciate your interest; however, only those selected for an interview will be notified.

About the Thunder Bay Museum:

The Society was founded in 1908 as a historical society and a museum was added in 1942 and expanded several times since. Though much of its funding comes from the City of Thunder Bay, the Society is an independent, not-for-profit organization that now operates a museum, archives, and historical society in a designated heritage building that it has restored and retrofitted, and which is leased from the

municipality. The Society has an annual operating budget of approximately \$600,000 and employs eight permanent staff and dozens of volunteers. It also has a capital budget that varies depending on its needs. Staff include an executive director, curator/archivist, chief operations officer, collections curator, exhibit curator, education and outreach officer, front desk receptionist/gift shop manager, and a bookkeeper.