

Job Title: Digitization Project Assistant

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: 13-month contract, 35 hours per week

Salary: \$16/hour

The Thunder Bay Museum is seeking a Digitization Project Assistant to join our team for a 13-month contract. In this role, you will assist the Curator/Archivist with a large-scale digitization project of the Museum's collection, encompassing photographs, Audio visual material, newspapers, archival material, and more.

The ideal candidate will be motivated, professional, and organized, and will have at least moderate technical and computer skills. We are looking for someone who believes in the Thunder Bay Historical Museum Society's mission and will demonstrate exceptional drive to further our existing archival digitization efforts.

PRIMARY JOB DUTIES:

- Working under the supervision of the Curator/Archivist and Project Coordinator, facilitate various aspects of digitization work including scanning, photography, and digital processing.
- Helping to implement the Thunder Bay Museum's Digitization Strategy.
- Catalog and describe where appropriate.
- Assist with facilitating online access to research material.
- Assist with tracking project progress.
- Research and write occasional social media and/or longer form articles highlighting aspects of the project and notable items digitized.

PRIMARY QUALIFICATIONS:

- Moderate level of technological experience and competence.
- Experience with Adobe Creative Suite and other digitization related software an asset.
- Experience with museum artifacts or archives an asset.
- Post-secondary archival studies courses or diplomas would be an asset.
- Strong writing and research skills.
- Ability to work independently, as well as part of a team.
- Strong organizational skills and attention to detail.

CONDITIONS OF EMPLOYMENT:

1. Must be legally eligible to work in Canada.
2. Must have a clear certified criminal record check;
3. Must be able to work evenings and weekends as workload demands;
4. Must sign a confidentiality agreement.

WORKING CONDITIONS:

1. **Physical Demands:** This position possibly 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.

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

APPLICATIONS:

Resume with covering letter emailed or mailed to:

Mr. Scott Bradley, Executive Director

Thunder Bay Museum

425 Donald St. E.

Thunder Bay, ON P7E 5V1

director@thunderbaymuseum.com

DEADLINE: February 3, 2023

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, multiple contract 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, exhibit curator, education and outreach officer, front desk receptionist/gift shop manager, and a bookkeeper.