

## Job Title: Collections Assistant Intern

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](mailto:info@thunderbaymuseum.com)

Web: [www.thunderbaymuseum.com](http://www.thunderbaymuseum.com)



Duration: 12-month contract, 35 hours per week

Salary: \$18.50/hour

Tentative start date: 17 February 2026

The Thunder Bay Museum is seeking a Collections Intern to join our team for a 12-month contract. In this role, you will assist the Collections Curator with continuing the Museum's ongoing collections management and preventive conservation efforts.

The ideal candidate will be motivated, professional, and organized, and will have some experience in museum collections and database management. We are looking for someone who believes in the Thunder Bay Historical Museum Society's mission and will demonstrate exceptional drive to assist with the ongoing improvement and maintenance of our permanent collection.

### PRIMARY JOB DUTIES:

Under the supervision of the Collections Curator, the intern will conduct various tasks in the Museum's collection. These include:

- Using the Museum's PastPerfect database, cataloguing a backlog of unprocessed object donations, which includes artifact descriptions, condition assessments, and historical research where necessary.
- Relocating processed artifacts to permanent locations and updating location information in the database.
- Locating and preparing artifacts for upcoming exhibits, and performing extended historical research where needed.
- Assisting with the ongoing photography of the Museum's artifact collection, including updating metadata and linking to the database.
- Supervising and assisting with regular cataloguing and data-entry efforts by volunteers.
- Performing inventory checks of collection areas.
- Assessing areas of the collection to ensure optimal environmental and storage conditions are met, making recommendations for improvements where necessary.

### PRIMARY QUALIFICATIONS:

- Familiarity with museum database software

- An interest in a career in the Galleries, Libraries, Archives, and Museums (GLAM) sector or a similar field such as public history or archaeology would be an asset.
- Strong historical research skills.
- Experience with museum artifacts and/or archives an asset.
- 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 be at least 18 years of age;
3. Must reside in Northern Ontario for the duration of the contract;
4. Must not have previously been employer through the NOHFC People and Talent Program;
5. Must have a clear certified criminal record check;
6. Must be able to work evenings and weekends as workload demands;
7. 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](mailto:director@thunderbaymuseum.com)

**DEADLINE: 30 January 2026**

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.



This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Eligibility requirements of the program

can be found here: <https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream>

#### **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 \$800,000 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.