

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: 16 weeks, 35 hours per week

Rate of Pay: \$18.70/hour

Tentative Start Date: August 2025

Length of Assignment: 16 weeks

JOB DESCRIPTION:

To assist the Curator/Archivist with a project to increase web-based access to a large volume of digitized media in various formats.

PRIMARY RESPONSIBILITIES:

- Research and re-catalogue previously digitized photographs.
- Continuously upload photographs to a web-based platform.
- Research and catalogue previously transferred film footage.
- Upload film footage to a web-based platform for external access.
- Upload previously digitized newspapers to a web-based platform.
- Utilize social media and/or draft historical small articles to update on the progress of the project and highlight notable collections.

QUALIFICATIONS:

- Experience with historical research and cataloguing in a museum or archive environment.
- Demonstrated experience and skills in archival digitization, metadata and file management and familiarity with various computer software, including archival or museum databases.
- Post-secondary education, background in history or archival studies would be an asset.
- Strong interpersonal skills and ability to interact with the public.
- Ability to work independently, as well as part of a team.

CONDITIONS OF EMPLOYMENT:

- Must sign a confidentiality agreement.
- Any student or graduate intern must: be a Canadian citizen or a permanent resident,

or have refugee status in Canada. Note: Non-Canadian students or graduates holding temporary work visas or awaiting permanent status are not eligible.

- be legally entitled to work in Canada;
- be between 16 and 30 years of age at the start of employment;
- have completed the school year at the start of employment;
- meet the specific eligibility criteria of the program to which you apply;
- be registered in the YCW online candidate inventory;
- be willing to commit to the full duration of the work assignment (minimum 30 hours a week); and
- not have another full-time job while employed in a YCW job.

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, lifting, carrying, and manual labour-related tasks. It also involves extended time sitting, walking, and standing.
2. Environmental Conditions: This includes conditions in the work environment that have the potential for a 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 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 Thunder Bay Museum will request the above documentation 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 cover letter emailed to:

Mr. Scott Bradley, Executive Director

Thunder Bay Museum 425 Donald St. E.

Thunder Bay, ON P7E 5V1

director@thunderbaymuseum.com

DEADLINE: July 4, 2025

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 has been restored, retrofitted, and leased from the municipality. The Society has an annual operating budget of approximately \$800,000 and employs eight permanent staff, 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.