

Job Title: Artifact Management Assistant

Duration: 13 Weeks. May 29, 2023- August 25, 2023

Languages of Work: English

Salary: \$16.00/hour. 35 Hours per Week.

Job Description:

- The Artifact Management Assistant will catalogue, arrange, describe, photograph, and digitize artifact information and enter it into our collections management database. The Assistant will also work with the curator to add a catalogue number to each collection item.

The Artifact Management Assistant will also assist the curator with collections related aspects of exhibitions, loans, and public programs. This includes organizing collections lists, updating the database, preparing condition reports, and gathering information for exhibition labels. They will assist with installation of our summer exhibition and other temporary displays. They will also provide visitor services when required.

- Suitable for a student in the field of museum studies, or curatorial studies. Applicants must
- be between 15 and 30 years of age at the beginning of the employment period
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- have a valid Social Insurance Number and be legally entitled to work in Canada

Duties will include:

- Inputting data into artifact database
- Cataloguing items for entry into artifact database
- Photographing artifacts, scanning documents
- Researching artifacts and other subjects as required
- Artifact handling and correct storage of artifacts
- assist with daily interpretative tours, gift shop management, reception duties

Application Deadline: 11 :59 p.m. Sunday, April 10, 2023

Contact: Jennifer Irwin, Manager

Email: cpbmuseum@outlook.com

Location: 267 Edmund Street, Carleton Place, ON K7C 3E8