



# Museum of Ontario Archaeology

*History In Your Hands*

The Museum of Ontario Archaeology is looking for a candidate to fill a full time unpaid internship in Collections Management;

**One placement** for the Summer 2018 term is available. You will;

- Work jointly with MOA and Sustainable Archaeology
- Create, maintain, and enhance collection records in Pastperfect
- Carry out research on archaeological objects using museum and Western University resources
- Process and track collections in the Sustainable Archaeology Informational Platform
- Assist with testing and development of workflows for large-scale collections processing
- Ingest archaeological data into the SA Informational Platform
- Ensure information gathered is accurate, reliable, and up-to-date

You will Learn:

- How to carry out basic object research
- Understand different types of object information and how it is gathered and stored
- How to conduct accurate object research
- Basic object handling skills
- How to create basic condition reports
- The basics of document and object digitization, and 3D printing

### **Why Should I Intern at MOA?**

Even though the internship is unpaid, you will work hands on with other people in your field to make your internship a dynamic and rewarding experience. Through MOA you will;

- Have a chance to learn more about Ontario's archaeology, culture, and history
- The opportunity to meet professionals and volunteers who share similar interests
- Gain a unique hands on experience that nurtures and develops your skills for further job development

Applicants **must have** a general knowledge and interest in Ontario history or archaeology. Applicant should also be organized, detail oriented, and have a passion for the museum field. Interested applicants must submit a resume and cover letter Nicole Aszalos, Museum Curator at

[nicole@archaeologymuseum.ca](mailto:nicole@archaeologymuseum.ca)