

The Museum of Ontario Archaeology is amalgamating with Sustainable Archaeology: Western. The MOA is looking for a candidate to fill a full-time unpaid internship in Collections Management to assist in amalgamating our collections protocol;

**One placement** is available. You will;

- Review existing collections management policies and procedures from the MOA and Sustainable Archaeology
- Research collections management procedures from other institutions
- Assist the collections team in identifying areas where procedures need revision, consolidation, or development to support the Museum's *Collections Management Procedures Manual*
- Develop and test new procedural protocols
- Assist in creating a new procedural documents and tools such as forms for loans and research requests
- Carry out other collections management tasks such as repackaging, cataloguing, and accessions

You will learn:

- Collections management standards
- How to implement collections management policy on a practical level
- How to assess and develop collections management procedures
- How to create functional forms for collections management
- Basic object handling skills
- Collections processing

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

This unpaid internship provides hands-on opportunities for working with collections, practical experience in a working museum setting, and networking opportunities with other people in your field for a practical, dynamic, and rewarding experience. Through MOA you will have;

- A chance to learn more about Ontario's archaeology, heritage, and different cultures
- The opportunity to meet professionals and volunteers who share similar interests
- Experience that nurtures and develops your skills for career development

Applicants **must have** a general knowledge and interest in Ontario archaeology/heritage, as you will be working with Ontario collections. Applicants should also be organized, detail oriented, and have a passion for the museum field. Interested applicants please submit a resume and cover letter to Dr. Heather Hatch, Sustainable Archaeology Collections Coordinator: [heather@archaeologymuseum.ca](mailto:heather@archaeologymuseum.ca)