



Museum of Ontario Archaeology

History In Your Hands

The Museum of Ontario Archaeology is looking for an **Archaeological Collections Volunteer** to aid in the cataloguing and organization of archaeological collection records. Duties will include:

- Entering inventory data into the Sustainable Archaeology Informational Platform inventory system
- Collections repackaging and inventory
- Logistical intake of collections boxes into the archaeological repository and inventory system (box labelling and shelving)
- Create, maintain, and enhance collection records in Pastperfect
- Carry out research on archaeological objects using museum resources
- Gather information that is interesting and informative to be used in collection records or blogs
- 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

Why Should I Volunteer at MOA?

Volunteers are the lifeblood of any museum. Through MOA you will;

- Have a chance to learn more about Ontario's archaeology, culture, and history
- Have hands-on experience with a wide variety of artifacts from all across the province
- 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 working experience with and/or knowledge of Ontario archaeological materials are preferred. Applicant should also be organized, detail oriented, and have a passion for the museum/archaeological field. Interested applicants must submit a resume and cover letter to Heather Hatch, Collections Coordinator, at heather@archaeologymuseum.ca.