



Museum of Ontario
Archaeology
History In Your Hands

Library Assistant

The Museum of Ontario Archaeology is looking for a candidate for a workstudy in our Library and Archives. Students with demonstrated experience in Library Sciences and interest in Ontario Archaeology are preferred.

One placement for the Summer 2019 term is available. You will;

- Use Library of Congress Standards to create and update digital catalogue records using PastPerfect Museum Software and Microsoft Excel
- Organize and inventory museum library collections
- Assist with developing criteria for culling library materials
- Organize and digitize archival documents such as slides, periodicals, unpublished manuscripts, maps, and reports
- Experience OCR Software (previous experience is an asset)

You will Learn:

- Library cataloguing techniques using PastPerfect software
- How to create call numbers for a small library
- How to assess collections holdings
- Digitization techniques, including use of OCR and metadata standards

Why Should I work with MOA?

You will be joining a dynamic and dedicated team while working hands-on as a professional in your field with opportunities to broaden your experience and work with new and innovative technologies in a museum environment. Through MOA you will;

- Learn more about Ontario's archaeology, cultural diversity, and history
- Gain practical experience in the application of innovative museum technologies such as database management, digital record management, and library management.
- Develop a network of contacts with professionals and volunteers who share similar interests

Applicants should have a knowledge of and an interest in Ontario archaeology/heritage. Applicant should also be organized, detail oriented, and passionate about library sciences. Interested applicants must submit a resume and cover to Heather Hatch, Collections Manager, at heather@archaeologymuseum.ca