



Museum of Ontario
Archaeology
History In Your Hands

Museum Cataloguer (CSJ)

The Museum of Ontario Archaeology is seeking a Museum Cataloguer for the summer season (8 weeks, 35 hr/week, \$15/hr. Start date: June 6, Anticipated end date: July 31). Our Museum Cataloguer will assist with collections repackaging, cataloguing, data entry, and other collections management tasks.

Please note: The Museum's vaccination policy requires all staff to be fully vaccinated, according to provincial definitions, against Covid-19. Depending on circumstances, this job may require a combination of working from home and working on site at the Museum of Ontario Archaeology in London Ontario.

The Museum Cataloguer's job tasks will include:

Work tasks and responsibilities will include:

- Repackaging of collections materials to meet museum repository standards for long-term curation,
- Digitization of collections material (including document scanning, object photography, and 3D scanning),
- Creating new records for the museum's Collections Management Systems, to be shared via the MOA website,
- Data management of other related object information, including inventory systems and metadata management,
- Assist with the ingestion of additional archaeological collections into the repository, including physically assisting the inspection and transfer of new boxes, and adding materials to the repository's inventory database,
- Demonstrate and explain best practices of collections care for archaeological materials by operating in an engaging public space, if applicable,
- Creating content for social media that highlights the museum's collection and collection work,
- Assist with research and material preparation for the MOA's Heritage Scavenger Hunt.

The Museum Cataloguer position will require youth with an interest or background in Museum Studies, Anthropology/Archaeology, Canadian History, First Nations/Indigenous Studies, or related program, with experience in museum collections management, heritage interpretation, object care, data entry and record keeping. They will have the opportunity to develop skills in public engagement and problem-solving and deepen their knowledge and experience of Ontario's cultural heritage.

The successful candidate must meet the criteria of the Canada Summer Jobs Program:

- 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 and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

An ideal candidate will have a background in Anthropology, Public History, Education, Museum Studies, First Nations studies, or similar University program and possess both a positive attitude and a strong work ethic. Prior work or volunteer experience at a museum or historic site would be an asset.

Characteristics of City/Region:

The Museum of Ontario Archaeology is located in the northwest corner of the City of London, the traditional territory of the Munsee-Delaware, Anishinaabe, Haudenosaunee Peoples and their Ancestors who have lived here from Time Immemorial. First named as a settler village by John Graves Simcoe in 1793, London has a rich and deep archaeological past, with evidence of human occupation from the period of glacial recession approximately 13,000 years ago, to the vibrant city that it is today. Adjacent to the Museum is a 500-year-old village once inhabited by approximately 2,000 Indigenous agriculturalists, today known as the Lawson Site. This site is considered one of the region's largest settlements before European contact.

Museum of Ontario Archaeology website: www.archaeologymuseum.ca

London is situated in the Western part of Ontario, Canada. The city hosts the seat of Middlesex County, and it is located halfway between Toronto and Detroit.

City of London website: <http://www.london.ca/>

You must include in your covering letter how you meet the Canada Summer Jobs eligibility requirements.

Applications will be due by Monday, May 16, 2022

Please e-mail resume and cover letter to:

Heather Hatch, Collections Manager
Museum of Ontario Archaeology
heather@archaeologymuseum.ca