



Museum of Ontario  
Archaeology  
*History In Your Hands*

## Archaeological Collections Assistant (SEP)

The Museum of Ontario Archaeology is seeking an Archaeological Collections Assistant for the summer season (232 hours - 6.4 weeks, 36.25 hr/week, \$15/hr.) Start date: July 4, Anticipated end date: August 16). Our Archaeological Collections Assistant 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 Archaeological Collections Assistant's job tasks will include:

Work tasks and responsibilities will include:

- Creating new records for the museum's Collections Management Systems, with a focus on collections from MHSTCI, to be shared via the MOA website,
- Repackaging and inventorying of collections materials to meet museum repository standards for long-term curation with a focus on collections from the Ministry of Heritage, Spots, Tourism and Culture Industries (MHSTCI)
- Digitization of collections material (including document scanning, object photography, and 3D scanning), with a focus on collections from MHSTCI,
- 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

The Archaeological Collections Assistant position will provide a student with an interest or background in Museum Studies, Anthropology/Archaeology, Canadian History, First Nations/Indigenous Studies, or related program, with career experience in museum collections management, object care, data entry and record keeping and deepen their knowledge and experience of Ontario's cultural heritage.

The successful candidate must meet the criteria of the Ontario Summer Experience Program:

- All students must be currently enrolled in a secondary, or post-secondary institution or within six months of graduation and have reached the age of 15 and not yet reached the age of 25

upon commencement of employment or up to 29 years of age for persons with a disability, within the meaning of s.10 of the Ontario *Human Rights Code*, R.S.O. 1990, c. H.19, as amended from time to time,

- Students must be residents of Ontario during the period of employment,
- Students must be eligible to work in Canada and have a Social Insurance Number (SIN),
- Students should be living in Ontario at the time they start work.

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. Proof of student enrolment must be provided.

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 the region's largest settlements before European contact.

Museum of Ontario Archaeology website: [www.archaeologymuseum.ca](http://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 Summer Employment Program eligibility requirements.**

Applications will be due by Monday, June 6, 2022 at 11:59 pm.

Please e-mail resume and cover letter to:

Heather Hatch, Collections Manager  
Museum of Ontario Archaeology  
[heather@archaeologymuseum.ca](mailto:heather@archaeologymuseum.ca)