



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, \$15.50/hr. Start date: July 3, Anticipated end date: August 27).

The Museum Cataloguer will be responsible for processing archaeological collections in the care of the Museum of Ontario Archaeology to promote better long-term care of materials held in the public trust, and to improve accessibility to collections materials for the general public, researchers and members of Descendant Communities. They will assist with collections repackaging, inventory, cataloguing, data entry, and other collections management tasks in a public context to engage the public about the importance of collections work. They will also assist with social media initiatives to promote the museum's collections and collections work and assist with support and planning for late summer events such as the MOA's Heritage Day and Scavenger Hunt.

The MOA's Interpretive Plan encourages the museum to seek a diversity of voices for interpretation, and we will strongly encourage First Nations, Inuit, and Métis and students from other underrepresented groups to apply.

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.

Work tasks and responsibilities will include:

- Collections repackaging for long-term care,
- Collections inventory,
- Data entry and cleanup,
- Digitization of collections material (including document scanning, object photography, and 3D scanning),
- Assist with the ingestion of additional archaeological collections into the repository, including physically assisting with 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,

- Contribute to ongoing social media campaigns that highlight the museum's collection and collection work,
- Assist with research and material preparation for the MOA's Heritage Scavenger Hunt and other late-summer cultural events.

The Museum Cataloguer position will provide youth with an interest or background in Museum Studies, Anthropology/Archaeology, Canadian History, First Nations/Indigenous Studies, related program, (or relevant cultural competencies,) with experience in museum collections management, care of objects, 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. We strongly encourage First Nations, Metis and Inuit students, and students from other underrepresented groups, to apply. 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 29, 2023

Please e-mail resume and cover letter to:

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