



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 (217.5 hours – 30 days (6 weeks), 36.25 hrs/week, \$16.55/hr.) Start date: June 17, Anticipated end date: July 26). Our Archaeological Collections Assistant will assist with collections data entry, repackaging, cataloguing, and other collections management tasks. This position is funded through the **Ontario Summer Experience Opportunities Program**.

The Archaeological Collections Assistant's job tasks will include:

Work tasks and responsibilities will include:

- Creating and improving archaeological site and project records in the museum's Argus Collections Management System, to be shared via the MOA website,
- Repackaging and inventorying of collections materials to meet museum repository standards for long-term curation
- Digitization of collections material (including document scanning, object photography, and 3D scanning),
- 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, data entry, object care, 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 Opportunities 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 upon commencement of employment,
- 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, Library Science, 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 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 Young Canada Works eligibility requirements.

Applications will be due by Tuesday, April 30, 2024.

Please e-mail resume and cover letter to:

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