COLLECTIONS ASSISTANT

The London Children’s Museum is looking for a professional, detail-oriented, organized, and enthusiastic Collections Assistant to join our team! Working with the Exhibits & Collections Coordinator, the Collections Assistant will help prepare artifacts for the move to a new location and assist with the ongoing maintenance of the collection. Our new team member will identify with and exemplify our organizational values which are: Stay Curious, Be Awesome, Be Helpful, Dream Big, Include Everyone and Have Fun.

Position: Hourly, contract position at 30 hours per week from Oct. 5, 2020- March 31, 2021
Start date: October 5th, 2020
Compensation: $15.00/hour

Key Responsibilities:
• Identify and research artifacts, object composition, and material history issues to clarify collections database information
• Assist in ongoing collections audit, ensuring that information about location and conditions of artifacts in storage is accurately reflected in the database
• Research and make recommendations regarding packing artifacts for a move to a new location
• Review the Children’s Museum’s current collections management policy
• Using the collections policy and artifact conditions as a guide, make deaccessioning recommendations if necessary
• Assist in ongoing accessioning, environmental monitoring, and preparing artifacts for display

Skills:
• High attention to detail and outstanding organizational skills
• Flexibility and willingness to adapt in a fast pace, busy working environment
• Strong verbal, interpersonal and written communication skills
• Ability to work in a safe and effective manner
• Excellent time management skills and ability to work both independently and within a team
• Enthusiasm for children, families, and experiential learning

Education:
Graduate of museum studies or related program

Position Requirements:
• Valid police check
• Between the ages of 16 and 30 years of age at start of employment (October 5th, 2020)
• Registered in the Young Canada Works (YCW) online candidate inventory
  o Note: The candidate must not have worked under the YCW grant at the London Children’s Museum in the past but could have worked under the YCW Grant at another agency.
• Willing to commit to the full duration of the work assignment (October 5th – March 31st)
• Not employed in another full-time position (over 30 hours/week)
• Be a Canadian citizen, a permanent resident, or a person to whom refugee protection has been conferred under the immigration and refugee protection act
• Legally entitled to work in Canada in accordance with relevant provincial legislation and regulations

The London Children’s Museum welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

To Apply: Please send your cover letter and resume to Vanessa Eastmure at vanessa@londonchildrensmuseum.ca by 5:00 pm on September 25th, 2020.