The London Children’s Museum is looking for a professional, detail-oriented, organized, and enthusiastic Collections Intern to join our team. Working with the Exhibits & Collections Coordinator, the Collections Intern 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: Stay Curious, Be Awesome, Be Helpful, Dream Big, Include Everyone, and Have Fun.

**Position**: Hourly contract position at 30 hours per week from September 7, 2021 – March 31, 2022

**Compensation**: $15.50/hour

**Key Responsibilities**:
- Identify and research artifacts, object composition, and material history issues to clarify collections database information
- Ensure information about the 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
- Assist in the creation of a Collections Storage plan for the new Children’s Museum
- 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 the start of employment (September 7, 2021)
- College or university graduate
- Registered in the Young Canada Works (YCW) online candidate inventory
  - 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 (September 7 – March 31, 2021)
• 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 (non-Canadians holding temporary work visas or awaiting permanent status are not eligible)
• Legally entitled to work in Canada in accordance with relevant provincial legislation and regulations
• Not receiving Employment Insurance (EI) benefits while employed with the program.

As this position is funded in part through the Young Canada Works at Building Careers in Heritage program, all applicants must meet the current YCW-BCH eligibility criteria. Note: Priority will be given to graduates that have not previously participated in YCW internship programs.

Details: [https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/careers-heritage-graduates.html](https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/careers-heritage-graduates.html)

To Apply: Please send your cover letter and resume by August 20, 2021, at 5:00 pm, to Vanessa Eastmure at vanessa@londonchildrensmuseum.ca

*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.*