

Job Posting

Position: Collections Assistant

The ~~o~~ Museum seeks a Collections Assistant with excellent customer service skills to assist the Museum Manager with inventorying and cataloguing the Museum's collection. Following the move of the Museum's extensive collection out of storage and back to its home at 55 Ontario St., the Collections Assistant will support the reorganisation of the collection. This position will involve data entry, artifact and archival handling and requires a strong attention to detail. The Collections Assistant will have the opportunity to work in a friendly, creative and collaborative work environment while developing research, collections management and data entry skills. The Museum's mission is to inspire an enduring connection to the maritime heritage of Kingston and the Great Lakes.

Key areas of responsibility:

- Inventory the Museum's extensive collection
- Support cataloguing work; involves handling and fact checking
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