



EMPLOYMENT OPPORTUNITY

Community Services, Uxbridge Historical Centre – Collections Assistant, contract.

The Uxbridge Historical Centre is seeking to hire a post-secondary student for the position of Collections Assistant. The Uxbridge Historical Centre (UHC) is a community museum and archives located in the Trail Capital of Canada. Located on a 5-acre site that overlooks the beautiful Uxbridge Valley and Oak Ridges Moraine, the UHC consists of 10 buildings and a collection of more than 10,000 artifacts and 6,000 archives. The UHC connects today's audiences with the rich heritage of Uxbridge Township through the collection, preservation, interpretation and display of artifacts, documents and photographs, and related programming that illustrate the history of the Uxbridge area and the former Townships of Uxbridge and Scott.

The Collections Associate will gain valuable professional, museum-standard experience in the field of collections management, specifically: inventory, documentation, digitization, and condition assessment of artifacts; artifact storage and exhibition preparation; and inputting and updating data into PastPerfect collections management database. The student will acquire an understanding of the practices and procedures pertaining to the caretaking of museum collections while supporting and participating in activities that promote volunteer participation and enhance visitor engagement.

Duties and Responsibilities

- Inventory, digitize, and update artifact collection located in the Scott Town Hall heritage building (1860).
- Assess condition of artifacts and prepare reports
- Conduct research into specific artifacts using archival documents and first-person interviews
- Assist with reorganizing artifact storage area, storage consolidation, and condition assessments
- Update the collections database through data entry and editing
- Assist with the planning and implementation of public programs, tours and all aspects of visitor services on an as needed basis
- Review and understand Museum collections management policies

Qualifications and Competencies

- Post-secondary student pursuing a degree or diploma in museum studies, history, or related discipline



- Detail-oriented with strong organizational and time management skills
- Interest and familiarity with Canadian history
- Superior written and oral communication skills
- Strong customer service skills; ability to thrive independently and as part of a team
- Excellent computer skills (MS suite, database management, research)
- Ability to work flexible hours, including evenings and weekends, as required
- Experience working with volunteers is an asset
- Knowledge and experience using PastPerfect or like collections management software is an asset

The Township of Uxbridge is prepared to offer the ideal candidate a competitive hourly wage of **\$17.50**.

If you are interested in joining our team, please forward your resume to Katlyn Jones, Uxbridge Historical Centre, 7239 Concession Rd 6, PO Box 1301, L9P 1N5, or email kjones@uxbridge.ca, specifying the role you are interested in. Resumes will be accepted until **Friday February 7th, 2025**.

The Township of Uxbridge is an Equal Opportunity Employer that is dedicated to an inclusive, barrier-free recruitment and selection process. The Township is committed to diversity, equity, and inclusion within its community and organization, and welcomes and encourages applications from Indigenous Peoples, people of colour, women, persons who live with disabilities, people from 2SLGBTQI+ communities, and people from diverse communities. When requested, the Township of Uxbridge will accommodate applicants throughout the recruitment and selection and/or assessment process, pursuant to the Ontario Human Rights Code. These commitments also apply to our Board and Committee recruitment and selection processes.

Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act.