



**GEORGINA**

# Employment Opportunity

Town of Georgina Human Resources  
careers@georgina.ca



## Summer Collections Assistant

(Job ID#2020.32ST)

**Department:** Recreation & Culture  
**Division:** Cultural Services  
**Location:** Pioneer Village & Archives  
**Status:** Seasonal (May 20, 2020 – August 30, 2020)  
**Number of Positions:** 1  
**Scheduled Hours/Shifts:** Wednesday to Sunday - 9:15am – 5:15pm  
**Wage Range:** \$14.50 per hour  
**Date Posted:** March 13, 2020  
**Date Closing:** April 9, 2020

### Come work with us!

Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization that is focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

### Position Purpose:

The successful applicant will assist the Cultural Services Representative with the ongoing cataloging of artifacts in the museum's collection. *For full details, please see attach job description.*

### Qualifications:

As an ideal candidate, you have a minimum of one-year University or college in an appropriate field and possess organizational, communication and leadership qualities. Familiarity with a museum, heritage, cultural or not-for-profit organization, is an asset, proven Leadership skills, excellent communication and organizational skills, and the ability to work both independently and in a team environment. A valid driver's licence or access to transportation is required.

The successful candidate must supply the employer with a **positive Vulnerable Sector Check**. Candidates must be available to work weekends. All candidates must be legally entitled to work in Canada, be a Canadian citizen, permanent resident or have refugee status in Canada, and be between 16 and 30 years of age at the start of employment. Candidates must also plan to return to full-time post-secondary education upon the completion of your work term.

### How to apply:

Please forward your cover letter and resume by **April 9, 2020**, identifying the job title and **ID#2020.32ST** in the subject line by email to [careers@georgina.ca](mailto:careers@georgina.ca).

### Committed to diversity and a barrier-free environment:

The Town of Georgina is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. We respect, encourage, and celebrate diversity. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Office to ensure your accessibility needs are accommodated throughout this process. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

**We thank all candidates for their interest, however only those being considered will be contacted.**

## JOB DESCRIPTION

**JOB TITLE:** Summer Collections Assistant

### PRIMARY FUNCTION:

Assist the Cultural Services Representative with the ongoing cataloging of artifacts in the museum's collection. This includes:

### WORKING PROCEDURES:

- Photographing and measuring artifacts, rehousing portions of the collection in appropriate cartons with identification labels, crafting robust written descriptions of the artifacts, and assisting the Cultural Services Representative in making recommendations to the Georgina Historical Society on matters related to the collection;
- Assisting the Cultural Services Representative with new acquisitions, such as meeting with potential donors and completion of appropriate paperwork;
- Entering the accession record of selected collections into the Collections Management Database;
- Working in a similar capacity with the archival collection on occasion;
- Preparing a work plan to carry out objectives by the end of their work term;
- Working with the collection using correct handling procedures;
- Where required, assisting other staff in programming and maintenance of programming space;
- Housekeeping routines and organization of the collection space will be priority for the Collection Assistant;
- Supporting the work of other summer staff by sharing resources and ideas whenever necessary;
- Assisting and making recommendations to his/her co-worker, the Summer Experience Guide, to creatively utilize the collection to improve on the visitor experience;
- Providing continual feedback to the employer regarding the employee's personal work experience and make viable recommendations on how to improve this experience in the future;
- The successful candidate must be able to work weekends. This position is primarily Wednesday Sunday; and
- The successful candidate must supply the employer with a positive Vulnerable Sector Check.
- Other duties as assigned.

### SKILLS/KNOWLEDGE REQUIREMENTS:

As an ideal candidate, you have a minimum of one-year University or college in an appropriate field and possess organizational, communication and leadership qualities. Familiarity with a museum, heritage, cultural, or not-for-profit organization, is an asset, as is the ability to work both independently and in a team environment. A valid driver's licence or access to transportation is required. Candidates must be available to work weekends.

*As these positions may be eligible for Government of Canada student grant programs, eligibility criteria requires that all candidates be legally entitled to work in Canada, be a Canadian Citizen, permanent resident or have refugee status in Canada, and be between 16 and 30 years of age at the start of employment.*

**Candidates must also plan to return to full-time post-secondary education upon the completion of your work term.**