



## 2022 STUDENT VACANCY POSTING

	<p><b>EMPLOYEE GROUP: Non-Union</b></p> <p><b>Hours worked per week: up to 35, Tuesday to Saturday, 8:30am to 4:30pm</b></p> <p><b>Placement: Twelve (12) weeks; from approximately June 6 – August 26, 2022</b></p>
<p><b>Position: Collections Assistant (2 requested, subject to approval)</b></p> <p><b>Grade: Student 2</b></p> <p><b>Wage Rate: \$15.785 / hour (October 2021)</b></p>	<p><b>Department / Division: Community &amp; Development Services / Heritage &amp; Culture</b></p> <p><b>Location(s):</b>          Edinburgh Square Heritage &amp; Cultural Centre,          Caledonia, ON          Wilson MacDonald Memorial School Museum,          Selkirk, ON</p>

### PURPOSE OF POSITION:

Reporting to the Curator, the Collections Assistant will assist with the administration of a collections management review including a collections inventory, condition reporting and integration of digital imagery, the information to be utilized by Edinburgh Square Heritage & Cultural Centre and Wilson MacDonald Memorial School Museum.

### EDUCATION & EXPERIENCE:

- Must be enrolled in post secondary education and returning to school on a full-time basis September.

### GRANT INFORMATION:

**This position will be available subject to Young Canada Works in Heritage Organizations (YCW) grant approval.**

To be considered for these grant-pending positions, you must be registered with Young Canada Works and meet the employment criteria outlined through YCW. For more information, please visit – <https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/heritage-organizations-students.html>

### Accountabilities / Tasks

#### Include, but are not limited to, the following:

- The Collections Assistant will:
  - review current catalogue information and, following best practices, inventory artifacts and archival material, integrating the revised information and digital images with existing records. This will provide accurate curatorial data and will be used for viewing/searching by staff, volunteers and patrons.
- Additionally, the Collections Assistant will:
  - assist with the delivery of special events
  - respond to patron research queries
  - and complete other duties as assigned.

#### All Haldimand County employees are expected to:

- work safely and respect others in the work place

- maintain confidentiality
- work within policies and procedures determined by Haldimand County and / or legislation relative to the function

**This position requires:**

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|---|------------|
| - a current (within the past 6 months) Police Check | <b>NO</b>  |
| - COVID-19 vaccine (must be fully vaccinated)       | <b>YES</b> |

**AN EQUAL OPPORTUNITY EMPLOYER**

Accommodation is available for any applicant with a disability, as it relates to the recruitment process of this position. Upon request, Haldimand County will consult with the applicant and provide, or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.