



Curatorial Assistant

The Opportunity

Contribute to the Town of Grimsby, the gateway to Niagara Region and home to a vibrant community set amidst a distinctive natural setting and vibrant cultural heritage setting. Ranked as one of Canada's top communities by Maclean's Magazine in 2019, Grimsby is a highly desirable municipality where residents and businesses thrive and enjoy waterfront living, historic charm, and award-winning wineries/distilleries all the while surrounded by world-class natural amenities.

The Grimsby Museum was established in 1984 to serve the community as an integral part of its cultural life. The Museum is owned and operated by the Town of Grimsby. The Museum features two exhibition galleries which change frequently. We host travelling exhibitions and feature local history relating to Grimsby and the Niagara Region. Our artefact collection consists of 15,000 pieces of art, objects, textiles, archives, photographs, and archaeological material.

The Portfolio

Reporting to the Museum Manager/Curator, the Curatorial Assistant is responsible for cataloguing artefacts donated to the Grimsby Museum including the preparation of reports; application of object numbers, basic cleaning of objects, the creation of digital images of artefacts, and data entry of collection information into a specialized collections management program. The Curatorial Assistant will review and standardize existing collection records and upload them to the museum databases. The Curatorial Assistant will assist with the development and installation of exhibitions, special events, research requests, daily operations, and visitor services.

Please note this position is subject to grant approval.

The Candidate

As a candidate for this position, you are currently enrolled in a degree or diploma program specializing in history, museum, or related field. You have proven time management skills, legible handwriting, and a working knowledge of computers. You can work independently to meet project outcomes and have some experience working in customer service.

Working for the Town of Grimsby

This is a full-time, seasonal position working 35 hours per week for 16 weeks (May to September). This position will work weekends, some evenings, and holidays (Canada Day and Civic Holiday).

The Town of Grimsby offers candidates for this position **\$19 per hour** (2025 rate).

The Town supports the health and wellness of our employees; a commitment that is demonstrated through free access to Town recreation facilities for employees and flexible working arrangements.

How to Apply

If you are excited by this opportunity, we are excited to hear from you!

We invite you to submit your application to hr@grimsby.ca by **April 9, 2025 at 4:30 PM**. Please quote the posting number in the subject line.

Posting #: 28-2025

We thank all applicants for their interest, however only those selected for an interview will be contacted. The Town of Grimsby is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection processes, and work environment. We will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process. Please contact the Office of Human Resources, hr@grimsby.ca if you need assistance.

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.



JOB POSTING

Curatorial Assistant

Community Services – Museum

Duties and Responsibilities:

1. Collections Management (65%)

- 1.1 Cataloguing of artefacts in the Museums PastPerfect database filling out all related fields and digitization of artefacts using cameras, lights, backdrops, and support mounts for inclusion in digital artefact records.
- 1.2 Preparation of progress and final reports for museum staff pertaining to assigned projects.
- 1.3 Application of accession numbers to artefacts and basic curative conservation of artefacts.
- 1.4 Preventative conservation to museum's permanent collection including rehousing of artefacts, cleaning and housekeeping in the collection rooms, and proper handling.
- 1.5 Rehousing of the archival collection by creating sleeves and using acid free archival materials.
- 1.6 Inventory of current collection including confirming accuracy of locations and collection records in Past Perfect. Standardizing records in inventory to include digitization, search parameters, and other fields as required.

2. Museum Operations (25%)

- 2.1 Opening and closing of the Museum as required.
- 2.2 Gift shop sales and inquiries, admissions, answering the telephone, program registration, orientation of visitors to Museum displays answer general tourism as required.
- 2.3 Supports museum staff with special events including greeting attendees, working at museum activities, support of other presenters, set up and take down.
- 2.4 Supports staff with research requests including visitor services and acquiring of information pertaining to the requests.

3. Exhibitions (10%)

- 3.1 Supports the creation of temporary exhibitions through research, writing, and installation.
- 3.2 Creating support mounts for artefacts to be put on display including books, small artefacts, and large artefacts.

4. Other (5%)

- 4.1 Works in a safe manner in accordance with the Occupational Health and Safety Act, associated regulations, other applicable legislation, Town by-laws, policies, procedures, and guidelines.
- 4.2 Other related duties, as assigned.

The successful candidate will possess the following:**Education**

- Currently enrolled in a degree or diploma program specializing in history, museum, or related field.

License, Registration and Training

- Police Vulnerable Sector Check (Level 3) or Judicial Matters Check to the satisfaction of the Town.
- Current Standard First Aid and CPR/AED certification.
- Must meet the requirements of the YCW in Heritage Organizations eligibility criteria

Experience

- Some customer Service experience.

Knowledge/Skills/Abilities

- Proven time and project management skills.
- Legible handwriting and working knowledge of computers.
- Able to work independently to meet project outcomes.
- Able to work as a team to meet museum summer programme objectives

A combination of education, training, and experience may be considered.