

CONTRACT MUSEUM CATALOGUER



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POSITION TITLE:	Contract Museum Cataloguer Position (2 Positions Available)
ORGANIZATION:	Amherstburg Freedom Museum
DATE:	May 2022
POSITION REPORTS TO:	Curator/Administrator, Manager of Collections and Research
DURATION:	12 weeks at 35hr/week
WAGE:	\$17/hr

The Amherstburg Freedom Museum, located in Amherstburg, Ontario, is a community-based, non-profit museum that tells the story of African-Canadians' journey and contributions, by preserving and presenting artifacts that educate and inspire. It consists of the Museum complex which houses permanent and temporary exhibits, the Taylor Log Cabin - a historic home, and the Nazrey African Methodist Episcopal Church, National Historic Site.

Position Summary:

The Amherstburg Freedom Museum recently renovated the collection storage space, require updating existing museum catalogue records. Responsibilities include updating of catalogue records on *PastPerfect* to reflect their new locations, re-house the archival artifacts into archival boxes and to begin linking our artifacts to share our collection online specific to the Museum's mandate.

Duties & Responsibilities:

- Primary responsibility is to update existing catalogue record artifact locations into collections management software *PastPerfect*
- Re-house archival materials
- Create new records as needed
- Update condition reports
- Demonstrate the ability to work both collaboratively within a team and independently with minimal direction.
- Adheres to the Museum's policies and procedures on all material to be ordered and all physical plant requisitions for repairs, electrical work. etc.



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Skills:

- Basic computer skills
- Knowledge of Collections Management Best Practices
- Demonstrated experience cataloguing museum artifacts and using Collections Management Software
- Demonstrated ability to take on additional task with flexibility
- Demonstrated organizational skills with ability to plan, organize and prioritize work while handling interruptions with patience and poise,
- Fluency in written and spoken English is essential
- Demonstrated ability to work both collaboratively within a team and independently with minimal direction.

Lines of Communication:

Reporting to the Curator, and ultimately the Board of Directors. The site is physically small, and all work will be performed in close proximity to the supervisor.

Qualifications:

Education/Qualifications

- Possess a Certificate in Museum Studies from the Ontario Museum Association; OR a university degree in History, Social Sciences, or the Arts with some Museum experience; OR an equivalent combination of experience, education, and training.

Experience

- Experience in a small to medium sized museum is an asset
- Knowledge of best practices, and previous experience related to museum collections management and collection management software

Times Needed and Place of Work

- At the Amherstburg Freedom Museum, for 35 hours per week for 12 weeks.

Application Details:

To apply to this position please submit a resume and cover letter outlining your experience and why you believe you would be a good fit for the position via email to

curator@amherstburgfreedom.org no later than **May 5th at 5pm**. Only shortlisted candidates will be contacted.

Application deadline is May 5, 2022 at 5pm.