



AMHERSTBURG
FREEDOM MUSEUM

ARCHIVE ASSISTANT (Canada Summer Jobs Position)

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.

Canada Summer Jobs eligibility requirements:

This position is funded by the Canada Summer Jobs Program, you must fit the following eligibility requirements as outlined by the Canada Summer Jobs hiring requirements.

- Applicant must be between 15 and 30 years of age at the start of the employment.
- Applicant must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- Applicant must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada.

Commitment Required

Positions Available: 1

Duration: 8 weeks

Start Date: Tentative Start Date – June 23rd, 2025

Hours: 35 hours per week, weekend work may sometimes be required

Pay: \$17.20/hr

Skills

Basic computer skills, fluency in written and spoken English, willing and able to learn new information to share with visitors, friendly and well-mannered, neat, and well-groomed, trustworthy with money, confident to speak before a group. Fluency in spoken French is desirable but not a requirement.

Duties & Responsibilities

- The role primarily involves cataloging, photographing, scanning, and digitally archiving photos, slides, and documents as part of the museum's ongoing collection reorganization project. This work directly supports the preservation and accessibility of the museum's invaluable collection, providing hands-on experience with archival best practices and museum standards. In addition to these core responsibilities, the student will serve as a tour guide, conducting in-person and virtual tours.

- Tour-related tasks include welcoming visitors, processing payments and gift shop purchases, answering phones, and providing guided tours of the museum campus, including its two historic buildings: the Nazrey A.M.E. Church (a National Historic Site) and the Taylor Log Cabin.
 - Tours will be offered in English or French, if possible, allowing the candidate to enhance public speaking and cross-cultural communication skills.
 - The role also includes assisting the Curator/Administrator and Assistant Curator with daily operations, special projects related to artifact care and preservation, developing online programming and content, and supporting special events as part of the museum's 50th Anniversary programming.
- The CSJ candidate will collaborate closely with other team members, contributing to the planning and execution of the museum's 50th Anniversary events.
 - These activities include assisting with concerts, theatrical performances, gala dinners, open houses, and the creation of new exhibits, offering practical experience in event coordination and cultural programming.
 - Additionally, the role requires active participation in brainstorming sessions, problem-solving, and content creation, fostering an environment of innovation and teamwork. Through these collaborative efforts, the candidate will develop interpersonal and organizational skills critical to succeeding in a museum or cultural heritage career.
 - This position offers practical experience in museum and archival operations, preparing the candidate for a potential career in these fields. The mentorship program, combined with opportunities to engage with diverse audiences, develop new exhibits, and contribute to a historic milestone, ensures the role is both impactful and transformative.

Lines of Communication.

Supervision will be provided by the Curator/Administrator and Assistant Curator. The site is physically small, and all work will be performed near the supervisor.

Times Needed and Place of Work

At the museum, for 35 hours per week during the period, weekend work may be required. **You will need reliable transportation to Amherstburg.**

Preference will be given to members of a visible minority and fluent in both official languages, but all applicants will be considered.

Only shortlisted candidates will be contacted. Interested candidates should e-mail a cover letter and resume to curator@amherstburgfreedom.org.

Application deadline is May 16, 2025