



A M H E R S T B U R G
F R E E D O M M U S E U M

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 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 16th, 2026

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

Pay: \$17.60/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, and confident to speak before a group. Fluency in spoken French is desirable but not a requirement.

Duties & Responsibilities

- The role is primarily responsible for cataloging, photographing, scanning, and digitally archiving photos, slides, and documents as part of the museum's ongoing collection reorganization project. This work directly contributes to the preservation and accessibility of the museum's invaluable collection, providing an opportunity for hands-on experience with archival best practices and museum standards.



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- In addition to these core responsibilities, the CSJ candidate will also provide in-person and virtual tours (as required) as a tour guide.
 - Tour-related responsibilities include receiving, processing payments and gift shop purchases; answering phones; and leading 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 may be given in either English or French, allowing the candidate to build public speaking and cross-cultural communication skills.
- The position will also support the Curator/Administrator and Assistant Curator with daily operations, special projects related to artifact care and preservation, the development of online programming and digital content, and community-focused events. Such activities afford opportunities for contributing to the development of exhibits, educational programming, and outreach initiatives in support of the museum's mission of preserving and sharing Black history and culture.

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.
- The successful candidate will be enrolled in a mentorship program with guidance from an experienced professional with over 10 years of experience in the museum and archival field, who will provide custom feedback and industry insights, paired with one-on-one mentorship, to foster growth and help the candidate to explore career pathways in either museum studies or archival science or related disciplines.
- The Archival Assistant will work toward establishing SMART goals relative to professional development, focusing on areas such as improving time management skills; prioritizing tasks and projects effectively; and developing skills that can be transferred and applied to future employment.
- Working closely with staff and team members, the student has ample opportunity to participate in ongoing planning of exhibits, community programming, and operational projects, thus fostering problem-solving, creative thinking, content development, and teamwork.
- The position offers rich practical experience in museum and archival operations, preparing the candidate for further opportunities within the cultural, heritage, and non-profit sectors.

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

