



The Workers Arts & Heritage Centre is hiring a Collections Coordinator.

JOB TITLE: Collection Coordinator (Young Canada Works)
REPORTS TO: Executive Director
HOURS: 32 hrs/week, 4-day work week
DURATION: August 6 - December 6, 2024
WAGE: \$24.74/hr
DEADLINE: Friday, June 28, 2024, 11:59 pm

The Workers Arts and Heritage Centre's mandate is to preserve, honour, and promote the culture and history of all working people. WAHC is located just off Hamilton's creative hub, James Street North in a designated heritage building, the Custom House, on the traditional territory of the Haudenosaunee and Anishinaabe.

WAHC is currently seeking a **Collections Coordinator** to carry out a Young Canada Works - Building Careers in Heritage-funded project to assist with accessioning a major donation of objects from Canada's labour movement.

Working primarily under the supervision of the ED, the main objectives for this internship are the following:

- handle and sort the collection according to type, and union represented;

- gather metadata about the objects through donor interviews, and by engaging in online research;
- photograph each object; assign each object with an accession number;
- add/update metadata to our CMS catalogue: object descriptions, adding a digital image of objects, and adding nomenclature descriptions;
- store objects using archival storage solutions that ensure their longevity and preservation; develop and implement a flat storage strategy for most fragile pins and ribbons

The ideal candidate for this position will possess:

- some experience in a community museum or art gallery setting through a school placement or job position and/or a recent graduate of a related educational program (Collections Management, Museum Studies, Curatorial Practice)
- strong communication skills, both oral and written;
- basic computer skills in a PC environment, and ideally comfortable with Google suite of products and project management software; familiarity with CMS
- a clear and strong interest in history, heritage, labour, art, material culture;
- ability to be open minded, flexible, adaptable to a fast paced environment and a community museum --setting with stretched resources and non-dedicated collections curator --able to take direction from different people on the staff team and to work collaboratively and be open to discussion and suggestions;
- capacity to be task-oriented and work on a number of things at the same time;
- demonstrated capacity to be willing to learn new skills and work with others

To be eligible for this internship, you:

- are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status are not eligible);
- are legally entitled to work in Canada;
- are 30 years of age or under at the start of employment;
- are willing to commit to the full duration of the work assignment;
- will not have another full-time job (over 30 hours a week) while employed with the program;
- are unemployed or underemployed;
- are a college or university graduate; and
- are not receiving Employment Insurance (EI) benefits while employed with the program.

The candidate must be well-organized, self-directed, flexible and able to work in a shared office environment under the general direction of the Executive Director. Some travel within the GTHA will be required. Due to the nature of the work, the candidate will be expected to work on-site at our physical location in downtown Hamilton.

We are looking for someone who is a progressive thinker, is adaptable, has initiative and has an appreciation for what WAHC does, and our mission/vision.

Interested applicants should apply on the Young Canada Works portal by **Friday, June 28, 2024 at 5 pm.**

No phone calls or email inquiries please. We regret that we can only respond to those selected for an interview.

WAHC promotes and values employment equity. We encourage those who have experienced discrimination based on sexual orientation, race, class, gender, ability and other systemic forms of oppression to apply and self-identify if they wish to do so.

Please note that our building is accessible and should you require any accommodations throughout the hiring process, please let us know with your submission.

WAHC is accessible.



Workers Arts and Heritage Centre
51 Stuart Street
Hamilton, Ontario
www.wahc-museum.ca