



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: July 8 - November 7, 2025
WAGE: \$25.36/hr
DEADLINE: Monday, May 26, 2025, 5 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 focussing on collections research and management associated with our heritage exhibit redesign project, *Work in Progress*. This project will launch in late 2025 to coincide with our 30th anniversary year as Canada's only labour history museum and multidisciplinary arts centre.

Reporting to the ED and working with the staff team, the Intern can expect to carry out the following duties:

- Connect 30 “snapshots” of labour/activist histories and social policies with objects in our permanent collection for display in our galleries
- Research objects, file/store research, and distill research into digestible texts
- Learn WAHC’s CMS (Collectors System) and become oriented with WAHC’s climate-controlled collections room
- Engage in artifact photography associated with the project
- Research, select, design, and/or create mounts and display solutions for collections items selected for the exhibit redesign
- Participate in the early stages of the installation of the first phase of the project
- Accession new acquisitions for WAHC's permanent collection as directed

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:

- Some experience in a community museum or art gallery setting through a school placement and/or a recent graduate of a related educational program
- 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 collections management systems
- A clear and strong interest in history, heritage, labour, art, material culture, and social justice
- Ability to be open minded, flexible, adaptable to a fast paced environment and a community museum setting with stretched resources and a non-dedicated collections curator
- Ability to take direction, 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

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. 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 **Monday, May 26, 2024 at 5 pm.**

Note: Priority will be given to graduates that have not previously participated in YCW internship programs and that are unemployed or underemployed.

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