

CORPORATION OF THE TOWN OF BLIND RIVER

JOB TITLE	Museum Collections Assistant
DEPARTMENT	Facilities & Community Services
DIRECTLY RESPONSIBLE TO	Director of Facilities & Community Services
INDIRECTLY RESPONSIBLE TO	Museum Manager/Curator

MAIN PURPOSE

Provides essential collections management and visitor services support while assisting with artifact digitization, exhibit preparation, special events, and day-to-day museum operations. Funded through a grant from the Museums Assistance Program, this 6-month paid contract position serves as an entry-level opportunity within the municipal heritage and museum career stream.

KEY RESPONSIBILITIES

- Digitize and catalog collection items
- Ensure safe storage of valuable historical items
- Support exhibits and programs
- Deliver visitor services
- Perform other related duties.

QUALIFICATIONS

- Secondary school; post-secondary preferred.
- Basic computer skills in Windows operating systems.
- High attention to detail and strong organizational skills.
- Strong communication and customer service skills.
- Enthusiasm for local history and heritage promotion

DEVELOPMENT EXPECTATIONS

- Gain hands-on technical training
- Understand municipal heritage services