

The Corporation of the Town of Blind River Requires a Museum Collections Assistant (6-Month Contract)

Blind River is a vibrant and prosperous town that has established itself as a year-round destination and ideal community in which to live and do business. With our friendly atmosphere and year-round recreation possibilities, Blind River will provide you with the opportunity to experience and live in a community with all the charms of a small town.

Blind River is seeking an energetic and highly motivated individual to join our team at the Timber Village Museum (TVM) and Art Gallery, located at the beautiful Blind River Marine Park. The museum welcomes tourists, locals, and school groups year-round for tours and educational programming. Reporting directly to the Museum Curator and working with dedicated municipal staff and volunteers, the successful candidate must be capable of helping digitize and accession historical materials, while also assisting with special events and the general day-to-day operations of the museum.

Position Summary

The Collections Assistant is responsible for providing collections support, digitizing historical materials, and assisting with art and history exhibitions, special events, and the general day-to-day operations at TVM. The successful candidate will demonstrate excellent organizational, communication, and interpersonal skills while delivering exceptional customer service and promoting Blind River's heritage and culture. The position requires strong attention to detail when handling fragile artifacts, discretion with sensitive records, and the ability to work both independently and collaboratively with staff, volunteers, and visitors.

Key Responsibilities

The successful candidate will:

- Assist the Museum Curator in preserving, scanning, and photographing historical items.
- Log historical items into the museum's digital catalog system.
- Safely store and package collection items using conservation grade materials.
- Organize digital files and help prep historical photos and records for upcoming anniversary exhibits and virtual tours.
- Assist patrons with historical research requests and provide general customer service.
- Support museum operations by helping with events, exhibit installations, and day-to-day services.
- Complete other related duties as assigned.

Qualifications

Applicants should possess:

- Ontario Secondary School Diploma (or equivalent).
- Working knowledge of scanners, printers, and digital file management.

- High organization skills, attention to detail, and the ability to strictly follow protocols and procedures.
- Strong communication, teamwork, and interpersonal skills.
- An interest in local history and cultural preservation is considered a strong asset.

Hours of Work

- 35 hours per week
- Weekend work and occasional after-hours meetings may be required.

Rate of Pay

\$25.00 per hour

How to Apply

Qualified applicants are encouraged to submit a letter of interest clearly marked Collections Assistant – Museum, by 12:00 p.m., September 8, 2026.

Pam Walsh
Deputy Clerk
info@blindriver.ca

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

The Town of Blind River is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Accommodation will be provided in all parts of the hiring process as required under the Town of Blind River Recruitment Policy. If you require an accommodation, we will work with you to meet your needs.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under authority of the Municipal Act and will only be used for candidate selection.

A Criminal record check will be required from the successful applicant.