



Job Posting: Digitization Assistant

16 Week Contract: (35 hours per week, Tuesday-Saturday)

Rate of pay: \$15.50/hour

Application deadline: March 31, 2023

Start date: May 23, 2023

About OMAH:

OMAH acts as steward of the community's art, history and culture by being actively engaged in the community and responsive to its needs. The museum creates exhibits and programs that will inspire the community to explore, experience and engage with art, local history and culture, as well support Orillia's growing arts community by providing facilities for workshops, education, and professional development.

Purpose of Position:

The Orillia Museum of Art & History (OMAH) is a not-for-profit charitable organization supported by numerous stakeholders and community partners. The Digitization Assistant is an integral member of the staff team supporting the Arts and History Programming Coordinators in designing, developing, and delivering exhibitions and related programming both on-site and virtually. The Digitization Assistant will be working with volunteers that support all areas of the museum's operations.

Duties and Responsibilities:

The Digitization Assistant will complete and/or assist with the following tasks and projects:

Permanent Collection:

- Review outstanding collections projects that primarily require a digitization component.
- Create a workplan with weekly targets for records with the History and Arts Programming Coordinators.
- Catalogue, arrange, describe (as required), and photograph/scan each object into the web-based edition of PastPerfect.
- Update collections records as required.
- Prepare collections records reports as requested by the History and Arts Programming Coordinators.
- Review and adjust targets at weekly meetings.
- Artifact retrieval and preparation (training provided, accessing PastPerfect for objects, art, and archival materials, locating and updating records if locations are changed or items are to be exhibited)

Capstone Project

Digitization and re-cataloguing of the Orillia Packet and Times collection.

Create a project management plan with weekly targets.

Develop a minimum of two social media posts related to the project.

Knowledge:

- Post-secondary student enrolled in a degree or diploma program in either Library or Museum and/or Gallery Studies, History, Arts, Education, Communications)
- Working with volunteers an asset
- Interest in community engagement, arts, heritage

Skills:

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- Excellent computer software skills, in particular, using Excel, Word, social media, and database softwares, such as PastPerfect
- Design software experience an asset, but not a requirement
- Strong computer, organizational, communication (written and oral), problem solving skills
- Neat, organized, able to work independently and interdependently, welcoming to the public
- Flexibility to adjust to dynamic work environment
- ability to remain calm and interface effectively with members of the public, staff and volunteers
- courtesy towards colleagues

Abilities:

- work as a team member and independently, meet deadlines, creative thinker, innovative
- Proactive problem solver
- friendly and outgoing
- accountable and reliable

The Orillia Museum of Art & History (OMAH) is an equal opportunity employer and encourages applications from qualified candidates from visible minority groups, women, Indigenous persons, persons with disabilities, persons across the spectrum of gender identities, and others with the skills and knowledge to productively engage with diverse communities. Should you require accommodation during the interview process, please let us know so we can accommodate your needs.

To apply please forward your cover letter and resume to executivedirector@orilliamuseum.org in a single PDF document. Please note that we will only reply to candidates selected for consideration and interview.

This position is conditional upon the museum receiving funding from Young Canada Works.