

Job Description: Collections Assistant

Position: Temporary, Part-Time

Contract: 6-months

Hours: 28 hours per week, on-site, Tuesday to Saturday

Wage: \$21/hour

Application Deadline: Friday, August 28, 2026

Anticipated Start Date: Tuesday, September 29, 2026

Purpose of Position:

The Orillia Museum of Art & History (OMAH) is seeking a Collections Assistant to support a special collections project funded through the Museums Assistance Program (MAP). Working under the supervision of the History Programming Coordinator, the successful candidate will assist in processing the special collection, ensuring that it is documented, and made accessible for future research, exhibitions, and public programming. The Collections Assistant will report directly to the Executive Director for strategic alignment and position metrics.

This is an excellent opportunity for an emerging museum professional interested in collections management, preventive conservation, and museum documentation.

Duties and Responsibilities:

The Collections Assistant will:

- Catalogue approximately 300 objects using the museum's collections management system.
- Research the history and provenance of the Vick family in Orillia.
- Photograph and digitize objects according to museum standards.
- Rehouse artefacts using archival-quality materials and preventive conservation practices.
- Assist with condition reporting and documentation.
- Update object records and metadata to current museum standards.
- Support the organization and storage of collection materials.
- Perform related collections and curatorial duties as assigned.

Qualifications

The ideal candidate will have:

- Current enrolment in, or completion of, a post-secondary program in museum studies, history, archival studies, anthropology, art history, or a related field.
- Knowledge of museum collections management principles and preventive conservation practices.
- Strong research, organizational, and documentation skills.
- Excellent written and verbal communication skills.
- Attention to detail and the ability to work independently.
- Proficiency with Google Suite; experience with collections management software is considered a necessity.
- Experience handling historical artefacts is an asset.

Other competencies or skills:

- The successful candidate must be able to safely lift and move collection materials and equipment weighing up to 23 kg (50 lbs).
- Familiar with local history.

This position is made possible through the Museums Assistance Program, a program of the Department of Canadian Heritage.

How to Apply:

Applications should send their cover letter and resume as a single PDF to executivedirector@orilliamuseum.org no later than 4pm by **August 28, 2026**.

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.

Candidates requiring accommodations during the hiring process are encouraged to self-identify.

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