

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

## Curatorial Assistant (YCW Funded)

<b>Department:</b>	Community Services
<b>Classification:</b>	Term (April 21, 2025 – December 31, 2025)
<b>Affiliation:</b>	CUPE Local 129
<b>Vacancy Reason:</b>	Grant Funded
<b>Shift/Hours:</b>	35 hours per week
<b>Salary Range:</b>	\$26.71/hour
<b>Work Location:</b>	Pickering Museum Village, 3550 Greenwood Road, Greenwood ON, L1X 0J3
<b>Date Posted:</b>	Monday, March 24, 2025
<b>Deadline to Apply:</b>	Tuesday, April 1, 2025

### Job Summary

The City of Pickering is seeking a dedicated and motivated individual to join our team in the role of Curatorial Assistant.

Working with the Museum's Conservator and Supervisor, the Curatorial Assistant will assist in the development of the upcoming permanent exhibit "Gather & Grow", which will include a main focus on Indigenous foodways. This is a unique opportunity where the Curatorial Assistant will participate in one of the largest exhibitions projects this museum has seen to date, providing experience in a museum revitalization project.

### Primary Responsibilities

- Will work with senior staff to develop a plan for how to inventory, catalogue and photograph approximately 350 artifacts in the storage area during this work term. This includes planning for research, understanding finding aids, space available, measurements, shelving/storage solutions and getting input, guidance, and advice on planning from other staff.
- Will communicate project plans, problems, and adjustments to staff. S/he will utilize various communication methods to organize project deliverables. The Curatorial Assistant will report on project progress so that all staff are kept informed.
- Work with junior museum staff and volunteers to conduct a full inventory of our off-site storage location including photographic documentation and basic condition reporting.
- Research and implement finding aids and storage organization with the assistance of senior staff.
- Document artifact information, perform related research, photograph artifacts and update collections records in the database: The Curatorial Assistant will perform research, minor cleaning, and photography of artifacts.
- Will write recommendations for deaccession and a final report as part of this project.

### Education and Experience

- Post-secondary education in Conservation, Museums or demonstrated work experience.
- 6 months' experience (volunteer and course work eligible) in Conservation work, including identifying pests, damage and performing artifact cleaning.

### Knowledge, Skills and Abilities

- This position requires physical exertion to pack artifacts. The ability to lift to 25 lbs. is required.
- Ability to work effectively to complete the project in the time provided is essential.
- The ability to work independently is essential.
- Experience in packing and moving collections an asset.
- Knowledge of Past Perfect 5.0 is an asset.
- A strong knowledge of health and safety, especially in working with the possibility of pests and organic waste. Basic occupational health and safety required. Demonstrated ability to identify and mitigate hazards is required.

### Important Information:

This position is funded in part through the Young Canada Works at Building Careers in Heritage program, and all applicants must be registered in the YCW candidate pool and meet the current YCW-BCH eligibility criteria. An individual may be eligible for an internship if they:

- Are a Canadian citizen or a permanent resident or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status are not eligible).
- Are legally entitled to work in Canada.
- Are between 16 and 30 years of age at the start of employment.
- Are willing to commit to the full duration of the work assignment.
- Will not have another full-time job (over 30 hours a week) while employed with the program.
- Are unemployed or underemployed.
- Are a college or university graduate.
- Are not receiving Employment Insurance (EI) benefits while employed with the program.

**Note:** Priority will be given to graduates that have not previously participated in YCW internship programs.

Qualified candidates may complete an **online application form** where you will be required to upload your resume and cover letter (PDFs only). We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and is used for the purpose of candidate selection.

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The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accessible formats and supports can be requested. For assistance, please contact the Human Resources Department at 905.420.4627 or [hr@pickering.ca](mailto:hr@pickering.ca).

**Pickering: A complete, world-class city... inclusive, connected, caring and prosperous.**

