



EMPLOYMENT OPPORTUNITY

Community Services, Uxbridge Historical Centre – Collections Assistant, contract.

The Uxbridge Historical Centre (UHC) is seeking to hire a post secondary student for the position of Collections Assistant. The UHC is a community museum and archives located in the Trail Capital of Canada. Situated on a five-acre site overlooking the Uxbridge Valley and Oak Ridges Moraine, the UHC consists of ten heritage buildings and a collection of more than 10,000 artifacts and 6,000 archival records. The UHC connects present day audiences with the rich heritage of Uxbridge Township through the collection, preservation, interpretation, and exhibition of artifacts, documents, and photographs that reflect the history of the former Townships of Uxbridge and Scott.

This position offers valuable, hands-on professional experience in museum collections management. The Collections Assistant will support inventory, documentation, digitization, and research of artifacts, as well as exhibition preparation and collections care. Working closely with curatorial staff, the student will gain practical experience using museum standard collections management practices and software while contributing to the ongoing stewardship and interpretation of the Museum's collections. As part of a small, collaborative team, the Collections Assistant will also support visitor services and public engagement activities as required

Duties and Responsibilities

- Assist with the inventory, documentation, and digitization of artifacts associated with the Scott Town Hall heritage building
- Conduct research into artifacts using accession records, archival documents, and first-person interviews to support interpretation and exhibition development
- Update and maintain artifact records within the PastPerfect collections management database, including data entry, image linking, and location updates
- Assist with assessing artifact condition and identifying items requiring improved storage or conservation attention
- Support the reorganization and consolidation of storage areas to improve access, preservation, and efficiency
- Assist with exhibition preparation and interpretive planning as required
- Provide support for public programs, tours, and visitor services on an as needed basis
- Review and adhere to Museum collections management policies, health and safety procedures, and professional standards



Qualifications and Competencies

- Post secondary student pursuing a degree or diploma in museum studies, history, information management, or a related field
- Strong organizational skills and attention to detail
- Interest in Canadian and local history
- Excellent written and oral communication skills
- Strong computer skills, including experience with Microsoft Office and online research
- Ability to work independently and collaboratively in a team environment
- Strong customer service skills
- Experience working with volunteers is an asset
- Familiarity with PastPerfect or similar collections management software is an asset
- Ability to work flexible hours, including occasional evenings or weekends, as required

The Township of Uxbridge is prepared to offer the ideal candidate a competitive hourly wage of **\$17.90**.

If you are interested in joining our team, please forward your resume to Katlyn Jones, Uxbridge Historical Centre, 7239 Concession Rd 6, PO Box 1301, L9P 1N5, or email kjones@uxbridge.ca, specifying the role you are interested in. Resumes will be accepted until **Friday March 6th, 2026**.

The Township of Uxbridge is an Equal Opportunity Employer that is dedicated to an inclusive, barrier-free recruitment and selection process. The Township is committed to diversity, equity, and inclusion within its community and organization, and welcomes and encourages applications from Indigenous Peoples, people of colour, women, persons who live with disabilities, people from 2SLGBTQI+ communities, and people from diverse communities. When requested, the Township of Uxbridge will accommodate applicants throughout the recruitment and selection and/or assessment process, pursuant to the Ontario Human Rights Code. These commitments also apply to our Board and Committee recruitment and selection processes.

Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act.