



# Kawartha Settlers' Village

## **Artifact Coordinator**

Kawartha Settlers Village "Where the past, is the present" is looking for an Artifact Coordinator as part of the 2018 Young Canada Works Program in Heritage Organizations.

If you are interested in the preservation of history and the curiosity to learn more about our original settlers to the Southern Ontario Region and their contribution to the building of Ontario and our surrounding areas, this may be the summer job for you!

### **Job Description and Duties/Responsibilities:**

The Artifact Coordinator will provide support to the Museum Committee. The position's main role will be to enter artifact catalogue records on to the Past Perfect Software Program for Museum Collections. The Artifact Coordinator will photograph the artifacts described in these records and download the photos onto Past Perfect. The Artifact Coordinator will monitor and record the condition of items in the collection. The Artifact Coordinator will also catalogue, photograph and put into Past Perfect any new artifact donations that are accepted by Kawartha Settlers' Village during the term of the project. A few hours per week will be spent cleaning the exhibits at Kawartha Settlers' Village. From time to time office coverage will be needed to greet guests and help with some events at the Village.

### **Qualifications:**

The candidate must be enrolled in a museum studies program (university or college level) or related program such as archaeology, history or have experience working with a collection in a museum/heritage site setting. Excellent writing skills are required to catalogue new artifact donations as well as legible handwriting and the ability to pay attention to detail. Well-developed computer skills are required in order to work with the Past Perfect Software Program. This includes the ability to enter data accurately and proofread in a meticulous manner to ensure that information entered is correct and free of grammar and spelling errors. The student must be able to use a digital camera. The candidate has to be able to work both independently and with others as volunteers form an important part of the collections team.



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**Note:** This position is grant dependent and will be filled upon approval of a grant from the Young Canada Works Program. Applicants must fulfill the criteria of the Young Canada Works Program to be eligible for the position. Thus, candidates must be between 16 and 30 years of age at the start of employment, have been a full-time student in the semester prior to the position and be returning to school full-time in the semester following the position, and be a Canadian citizen, permanent resident or have refugee status. Applicants must be willing to commit to the full duration of the work assignment and not have another full-time job (over 30 hours per week) while employed with YCW. To apply you need to be registered in the Young Canada Works on-line candidate inventory.

### **Length of Position, Hours of Work and Wages:**

The position will last for 12 weeks and will run from Monday, June 4, 2018, to Friday, August 24, 2018.

The participant will work, 7 hours per day, 35 hours per week.

Wage is \$14.00 per hour.

Work site is Kawartha Settlers' Village, 85 Dunn St., Bobcaygeon, ON.

Application Deadline: 5:00 P.M. on Friday, April 6, 2018

Resumes and cover letters can be sent to:

Maureen Lytle General Manager  
Kawartha Settlers' Village  
85 Dunn St., P.O. Box 755  
Bobcaygeon, ON K0M1A0  
Telephone: (705) 738-6163  
Email: maureen.lytle@settlersvillage.org

Bobcaygeon information

<http://www.bobcaygeon.org/> also <https://www.facebook.com/Impact32/>