

Library Assistant

RiverBrink Art Museum is a collecting and exhibiting art museum open to the public since 1983. Museum programming and operating is supported by the Weir Foundation, private donations, volunteers' fundraising, and admissions fees. Specific exhibition and education projects receive additional support from federal, provincial and municipal sources. The museum's exhibitions and educational offerings change annually. RiverBrink serves local, regional communities and tourists to Niagara.

Objective/Job Description

The main objective of this position is to improve online access to the RiverBrink and Samuel E. Weir Collections by completing digital documentation of the collection. A secondary objective is to provide visitor support and enhanced engagement with exhibitions, programming, and local community attractions. The project requires research and analysis of existing digital images, photographing books/documents, uploading images to the museum database and interacting with visitors. The position will enable the candidate to acquire valuable art museum and library archival experience, including the use of collections software, while providing an opportunity to enhance existing skills in photography and in customer service. This position will support ongoing efforts to improve access to the collection both for the public and other heritage organizations.

The candidate will work with staff, and volunteers in support of daily operations by greeting visitors, responding to research inquiries, providing general information on the museum, its exhibitions and its programming. The candidate will research write a script for the historical walking tour offered throughout the summer months. In addition, the candidate will keep library material organized, organize and archive documents, and catalog and organize new books into the database.

Director/Curator will provide introduction and orientation to building and workplace safety including fire and other emergency protocols. Candidate will accompany supervisor on tour of exhibitions, storage, studios, and grounds. Candidate will be introduced to museum protocols, including art handling, practices and procedures. Information on the collection and institutional history will be provided. Administrator will provide training in gift shop/reception procedures.

Requirements:

The successful candidate will have some post-secondary experience in library sciences, art history, museums management or related field. Strong communication, organizational and interpersonal skills are required. The ideal candidate will be comfortable interacting with visitors of all ages, have an interest in visual art, a strong work ethic and attention to detail. Past work experience (volunteer or employee) in a museum, reference library, art gallery, historic site, or public service organization is beneficial. Some retail experience is also beneficial. Candidate must be able to work variable shifts that may include some weekend and evening shifts. The position will be advertised in postings that encourage applicants from all of the Government of Canada's job equity groups. The job will be posted on national and regional museum association websites, local college and university student job sites, on social media, and the Museum website.

This job is pending the approval of Canada Summer Jobs Employment Grant.

Compensation: 15.50/hr

Hours: Full Time, 37.5 hrs/ week