



Art Gallery of
ALGOMA

JOB POSTING

Job Title: Archivist Assistant

Number of Positions: 1

Reports to: Executive Director

Job Summary:

The Art Gallery of Algoma (AGA) is looking for the Archivist Assistant funded by Canada Summer Jobs.

The AGA has a large collection of animation cells. The Archivist Assistant will start the inventory of the animation collection. The successful candidate will work on creating a comprehensive inventory file for this collection. Computer skills should include proficiency in Microsoft Office and collections database. Candidate should be fluent in English (written and spoken).

The Archivist Assistant position provides opportunity to gain experience in archival field and collections management and working with animation collection. Training, support and supervision will be provided by the AGA staff. The successful candidate will work very closely with Curatorial Assistant. The Archivist Assistant will be a post secondary student of art history, museums studies, archival studies, administration. Candidates should be looking to gain experience working in a gallery or museum setting. The ideal candidate will have previous experience in the above-mentioned areas as well as knowledge about animation.

Application Criteria

According to the Federal funding eligibility criteria, candidates:

- Will be between 15 and 30 years of age at the start of employment.
- Are willing to commit to the full duration of the work assignment – 280 hours to be completed by February 28, 2021.

Application for this position will be accepted until 5pm on November 30, 2020. Please submit your application to the Art Gallery of Algoma, 10 East Street, Sault Ste. Marie, ON P6A 3C3; Attention: Jasmina Jovanovic, Executive Director, or by email to jasmina@artgalleryofalgoma.com.

Expected start date for this position is December 8, 2020 or sooner. Total number of hours worked under this grant is 280 hours. This is a part-time position. Two-week schedule will be provided in advance. The total number of hours (280) must be completed by February 28, 2021. Hourly rate is \$14.25.



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Please submit cover letter, resume (including three references) and contact information. Only selected candidates will be contacted for an interview. The AGA is an equal opportunity employer.

The successful candidate will have to follow current guidelines outlined by Algoma Public Health and the AGA.