



JOB POSTING

Job Title: Collections Archivist

Number of Positions: 1

Reports to: Executive Director

Job Summary:

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

The Collections Archivist position provides opportunity to gain experience in collections management and working with permanent collection files. Training, support and supervision will be provided by the AGA staff. The successful candidate will work very closely with the Curatorial Assistant. The Collections Archivist 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.

The AGA's permanent collection is over 5,000 artworks. Each artwork must have digital and hard copy file that includes all information about the artwork including provenance, exhibition history, date it has been acquired, information about the artist, condition, location in storage – to mention just a few. The Collections Archivist will work on making these files as comprehensive as possible. Computer skills should include proficiency in Microsoft Office and collections database. Candidate should be fluent in English (written and spoken).

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.



Art Gallery of
ALGOMA

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.