



Job Title: Collections Assistant

Organization Name: The Workers' History Museum (WHM)

Job Location: Ottawa, ON

Length of Assignment: May 12, 2025 – August 15, 2025

Hourly Wage: \$20.00

About The Workers' History Museum:

The Workers' History Museum (WHM) is committed to preserving and sharing the history of working people and their communities, focusing on the history of labor, working-class struggles, and the ongoing fight for workers' rights. Through exhibitions, educational programs, and digital initiatives, WHM works to make the history of working people accessible to all.

Position Overview:

The Workers' History Museum (WHM) wishes to hire two Collections Assistants for the summer of 2025 to assist with collections-based digitization and data entry. These students will be vital to creating a digitally accessible collection.

The summer students will assist in digitizing and documenting over 1,400 museum objects, ensuring accurate records are created for each item. Tasks include photo editing, data entry, scanning text-based materials, and researching objects.

To better understand the collection, and why it is relevant to the WHM, students will be encouraged to write a short article on an object of personal interest found within the collection for publication on the WHM website.

Duties and Responsibilities:

- Data entry and database management
- Photo editing and digital imaging
- Digitization of text-based materials
- Self-directed research on museum objects
- Database updates and data migration
- Professional development opportunities within the GLAM (Galleries, Libraries, Archives, and Museums) sector
- Production of a short biography for the WHM website and a reflective piece on their placement at the museum
- Preparation and presentation of a final report for the board

Basic Requirements:

- Background in public history, history, women's studies, anthropology, archaeology, Canadian Studies, Indigenous Studies, Museum Studies, Art, Photography, or a related discipline
- Strong computer skills
- Good manual dexterity
- Ability to work long hours in front of a screen
- Ability to work independently and with minimal supervision
- Strong attention to detail
- Strong English language skills (oral and written)

Assets (Bonus Skills, not required to apply):

- French language skills
- Valid driver's license and access to a personal vehicle
- Familiarity with labour and working-class history, including the impact of de-industrialization and the effects on workers and their families
- Experience in heritage or GLAM institutions
- Previous work with museum collections
- Experience with data entry

Students must be available for the entire work period. The Worker's History Museum is an equal opportunity organization and welcomes all applications with an interest in equity groups, including students with disabilities. * Please notify us of any accommodations you require when you apply and we will do our best to meet your needs.

Only those who apply via email to info@workershistory.ca and express interest through the YCW website will be considered.

Interviews will be conducted by the Museum President, Board Treasurer and Curator and Collections Manager. Two references will be required from all candidates who are eligible through YCW. Candidates will also be asked to provide a writing sample (recent research paper, public history project, exhibition proposal or design).

Deadline to Apply: April 25, 2025

We look forward to receiving your application!