



Position Title: **Heritage Centre Assistant – Intern (12 Months)**  
Reports To: Heritage Centre Manager  
Location: 51 ON-105 Highway  
Status: Full-Time (35 hours per week)  
Revision Date: April 2026

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## **JOB PURPOSE**

The Museum Assistant is responsible for supporting the preservation, organization, digitization, documentation, and storage of cultural materials held by the Red Lake Regional Heritage Centre, including museum collections, storage rooms, and archives. Under the supervision of the Museum Manager and Museum Curator, the Museum Assistant assists with collections management projects, archival digitization, photograph stabilization, accessioning, visitor services, events, programming, and general museum operations. The position contributes to the long-term care, accessibility, and public engagement of the Centre's holdings in accordance with established museum standards, procedures, and Municipal policies. This position is intended to provide practical, hands-on experience in museum and heritage operations for an emerging professional.

## **SPECIFIC ACCOUNTABILITIES**

### **Archival Digitization**

- Digitize local newspapers using a large overhead scanner, ensuring appropriate scan quality and resolution.
- Process scanned materials using OCR software to create searchable digital records.
- Organize and store digital files in accordance with established archival file structures and naming conventions.
- Prepare newspapers for archival storage and return them to designated storage locations.

### **Photograph Collection Stabilization and Accessioning**

- Review and sort photographs from the Jake Segal Collection according to condition and degree of deterioration.

- Assist the Curator in identifying photographs for accession into the collection.
- Support the development and implementation of conservation or stabilization plans under the direction of the Curator.
- Assist with stabilization, digitization, documentation, and storage of photographs.
- Accession stabilized photographs into the collection database and maintained associated records.

### **Artifact Storage Planning**

- Work with the Curator to establish storage priorities for artefacts housed in basement storage areas.
- Document current storage systems and artefact locations.
- Develop a working map and floor plan of artifact storage areas.
- Prepare a report outlining the current storage layout and recommending improvements to organization and storage efficiency.

### **Accessioning of Backlog Donations**

- Assist with the accessioning of backlog artefacts and previous donations.
- Digitize artefacts and create or update associated collections records.
- Prepare artefacts for storage in accordance with the material culture storage plan.
- Store artefacts using accepted museum handling and storage practices.

### **Visitor Services, Events and Programming Support**

- Assist with the delivery of museum events, public programming, and community engagement activities.
- Provide front-line reception support, including greeting visitors and responding to general inquiries in person, by phone, and by email.
- Support admissions, gift shop sales, and other point-of-sale transactions in accordance with established procedures.
- Assist with event and program set-up, take-down, and related logistical duties.
- Provide excellent customer service and contribute to a positive visitor experience at the Red Lake Regional Heritage Centre.

### **General Collections Support**

- Maintain accurate and current records related to assigned collections and archival projects.

- Follow museum procedures and professional standards for handling, documenting, and storing materials.
- Assist with exhibit-related duties, where required.
- Perform other related duties as assigned by the Museum Manager or Museum Curator.

## **WORKPLACE REQUIREMENTS & CONDITIONS**

- Work is performed primarily in a museum, archives, and collections storage environment.
- The position requires the careful handling of fragile, valuable, and historically significant materials.
- Duties involve prolonged periods of sitting, standing, walking, bending, reaching, and repetitive hand movements.
- May be required to lift and move boxes, files, and artefacts in accordance with safe work practices.
- Regular use of computers, scanners, cameras, and collections management systems is required.
- Work in basement or storage areas may involve variable environmental conditions.
- Some evening and weekend work may be required.
- Compliance with Municipal policies, museum procedures, and occupational health and safety requirements is mandatory.
- Personal protective equipment may be required for certain tasks.

## **RELATIONSHIPS**

**Internal:** Employees of the Heritage Centre

**External:** General public, schools and their educators, stakeholders, visitors.

## **KNOWLEDGE, SKILLS & TECHNICAL ABILITIES**

- Post-secondary education in Museum Studies or a related field from a recognized college or university.
- Less than two (2) years of related experience in a museum, archive, heritage, or cultural setting would be an asset.
- An equivalent combination of education and relevant experience may be considered.
- Knowledge of museum and archival practices, including collections care, digitization, documentation, and storage.

- Understanding of accessioning procedures and collections record management.
- Knowledge of basic preventive conservation practices for photographs, archival materials, and material culture.
- Familiarity with OCR software and digital file management practices.
- Awareness of occupational health and safety requirements in a museum or storage setting.
- Strong attention to detail and ability to handle delicate archival and artefact materials with care.
- Strong organizational and records management skills.
- Effective verbal and written communication skills in English.
- Ability to work independently with minimal supervision and collaboratively as part of a team.
- Strong time management and ability to manage multiple priorities.
- Proficiency with computers and digital file organization.
- Ability to operate scanning and digitization equipment accurately and consistently.
- Ability to learn and use collections management software.
- Experience with PastPerfect is considered an asset.
- Experience handling material culture is preferred.
- Experience assisting with exhibit construction or installation is considered an asset.

## **COMPENSATION**

\$23 an hour