



Temporary Research Assistant/Cataloguer

Approximately Mid-April to December, 2023

Fort Erie is a diverse town located along the beautiful shores of Lake Erie and the banks of the Niagara River in the Niagara Region, Ontario, directly across the river from Buffalo, New York and is the site of Old Fort Erie. Fort Erie is one of Niagara's fastest growing communities and has experienced a high level of residential and commercial growth in the past few years.

We're recruiting people who share our values of teamwork, respect, honesty and commitment. You'll be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile. Our mission is to lead and serve Fort Erie by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we will help you reach it!

As the Research Assistant/Cataloguer, you will access and analyze historical information within Fort Erie's Museums to support efficient access for research related to potential built heritage designations; to assist the Curator of Collections, Conservation, and Research with responding to related research requests.

As the successful applicant you will have an undergraduate university degree in Museum Studies, Public History, Archival Studies, Artifact Conservation, Library Sciences or a related field of study with one (1) year work experience in a museum setting in a Collections Management capacity. You will also have technical knowledge in the handling of artifacts and archival material, cataloguing and filing practices.

This position offers an hourly rate of \$33.01 – \$39.60, based on up to 37.5 hours per week, plus 4% vacation pay.

If you are interested in this opportunity, we'd love to hear from you!

Fort Erie...a welcoming, prosperous connected community of choice

The deadline for receiving applications is 12:00 Noon on Friday, March 31, 2023. [Click here to apply.](#)

The Town of Fort Erie is an equal opportunity employer. Accommodation is available to candidates upon request. We thank all applicants for their interest, only those advancing through the recruitment process will be contacted. Personal information is collected under the *Municipal Act, 2001* to determine employment suitability.

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Management, Supervisory & Exempt – Band 3

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Department: Community Services
Division: Museum and Cultural Services
Reports to: Curator of Collections, Conservation, and Research

Position Objective

Access and analyze historical information within Fort Erie's Museums to support efficient access for research related to potential built heritage designations; and to assist the Curator of Collections, Conservation, and Research with responding to related research requests.

Duties & Responsibilities

Analyze material within the following collections and flag items that relate to the existing list of potential built heritage designations by examining the:

1. Reference material
2. Newspaper clippings (both public and private collections)
3. Genealogical files
4. Oral history binders
5. Binders of compiled newspaper articles from outside sources
6. Slide collection
7. Negative collection
8. Historical Directories and Gazetteers; Voter's Lists; Census Records; and Assessment Records
9. Community Photos files
10. Archival accessions

Analyze the following within the Museum's processed collections and flag items that relate to the existing list of potential built heritage designations by examining the:

1. Indexes from local history books
2. Contents of local history books that are not indexed
3. Research request binders
4. Catalogued artifacts and information within the Museum's databases
5. Information within the Museum's reference filing cabinets
6. Information within the Museum's newspaper collection
7. 1968 Architectural Surveys
8. 1977 Architectural Surveys
9. 1998 Architectural Surveys

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Assist with processing information related to built heritage to create efficiencies when responding to future research requests.

1. Enter the information from the 1998 Architectural Surveys into the Museum's database
2. Assist with cataloguing of accessions, making note of any items that relate to the existing list of potential built heritage designations
3. Perform other related duties as directed

Education & Experience

- Minimum requirement of an undergraduate university degree in Museum Studies, Public History, Archival Studies, Artifact Conservation, Library Sciences or a related field of study
- One (1) year work experience in a museum setting in a Collections Management capacity, including collections accessioning and cataloguing, artifact databases, and proper handling of artifacts and archival material
- Research experience with primary and secondary sources

Knowledge

- Demonstrated knowledge of historical academic research methods and analysis
- Technical knowledge of museum best practices, including handling of artifacts and archival material
- Technical knowledge of computers and office software applications including but not limited to Microsoft Word and Excel
- Technical knowledge of cataloguing practices
- Technical knowledge of filing practices

Skills & Ability

- Ability to multi-task and prioritize tasks to meet deadlines
- Highly organized
- High level of attention to detail and accuracy
- Demonstrated ability to work with minimal supervision, coordinate/plan work and anticipate/solve problems
- Operates a computer, photocopier, and scanner
- Adapts to change, continues to learn and practice new skills
- Valid, unrestricted Ontario G driver's license with a driving record acceptable to the Corporation

Work Demands

- Little or no direct supervision; work is judged on overall results with some choice of method
- Frequent close and highly concentrated mental/visual alertness
- Frequent deadlines
- Frequently works alone

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- Occasional climbing
- Occasional contact with dust and dirt
- Errors result in lost or reduced productivity, loss of historical built heritage resources in Town, public embarrassment, loss of credibility

Position History

Within the Town of Fort Erie's 2023 budget, Municipal Council approved the hiring of a Heritage Consultant to respond to the requirements within Provincial Bill 23 related to designating Built Heritage properties within a two-year time frame. The research required for such designations includes accessing information within the Fort Erie Historical Museum's archives. An operational review of existing resources within Museum Services showed insufficient staffing support to accommodate processing these research requests. The CAO determined that a temporary position until the end of 2023 was needed in order to access information that the Heritage Consultant would require. This job description was written in 2023 in response to this time-sensitive project.

Chief Administrative Officer

Date