

## **STUDENT JOB POSTING ARCHAEOLOGICAL COLLECTIONS ASSISTANT**

Title: Archaeological Collections Assistant

Positions: 2

Supervisor: Collections Registrar

Start Date: June 18, 2018

End Date: August 10, 2018

Hours: 9 am – 4:30 pm, 4 days (30 hours) per week

Hourly Rate: \$14.00/hour

Location: Woodland Cultural Centre  
184 Mohawk Street,  
Brantford, ON N3S 2X2

Qualifications: Must be a Post-Secondary student in the field of archaeology under the age of 30 years; or an Indigenous Post-Secondary Student in any Social Sciences/Indigenous Studies field under the age of 30 years  
Must be highly organized and detail-oriented  
Good penmanship required as labelling and reports are by hand  
Able to function well independently as well as within a team setting  
Knowledge of Ojibwe culture an asset  
Previous museum experience an asset

Responsibilities: Artifact Identification  
Artifact Handling, Labelling, Photography and Inventory  
Training will be provided

Deadline: June 11, 2018 by 4pm

To Apply: Submit resume with cover letter and 3 reference letters;  
(1) In person to the Woodland Cultural Centre [attention: Collections Registrar] by the deadline; or  
(2) By email to [museum@woodlandculturalcentre.ca](mailto:museum@woodlandculturalcentre.ca) – [subject line should read: Archaeology Job Application]

Interviews: Scheduled for June 14, 2018

These position is funded entirely by Canada Summer Jobs, Employment and Social Development Canada.

## Archaeological Collections Assistant

**Function:** Within the Museum program, the Archaeological Collections Assistant assumes responsibility for assisting with the identification, accessioning, cataloguing, photography, labelling, and inventory of the archaeological-specific artifacts within the collection of the Woodland Cultural Centre (approx. 10000 pieces). The Assistant will work in conjunction with the Collections Registrar in ensuring the care and handling of the archaeological collection; and will also be called upon to lend assistance as needed in areas such as exhibition display, artifact storage and packaging, and museum housekeeping.

**Responsibilities:**

- a. Research and become familiar with the Museum program, the Museum collection, the Cultural Centre, and the Care and Handling of Artifacts.
- b. Participate in training as deemed appropriate by the Collections Registrar, Museum Director and Archaeological mentors associated with the Woodland Cultural Centre (Dr. Gary Warrick and Dr. William Fox).
- c. Help with the labelling of artifacts, do detailed condition reports of artifacts, take photographs of artifacts, store the artifacts appropriately, maintain on-going lists of artifact identifications and locations, and aid in the inventory of the archaeological collection.
- d. Participate in staff and professional meetings.
- e. Complete tasks (i.e., clerical, specialty cleaning of artifacts/collections storage area, etc.) as assigned.
- f. Ensure and maintain office space and specialty environmental equipment in a satisfactory manner.

Under the supervision of the Collections Registrar, the Archaeological Collections Assistant will undertake the following tasks:

**Tasks:**

**Initial:**

Become familiar with the programs, services, and staff of the Woodland Cultural Centre.  
Complete orientation to the Museum programs of the Woodland Cultural Centre (policies, health and safety regulations, location of various resource materials).  
Train in the areas of artifact care and handling, collections organization, and accessioning and cataloguing of items. This will include learning how to operate specialty equipment such as a Hygrothermograph, lux meter, artifact vacuum, and an RH/Temperature Reading Kit.  
Learn about and adhere to the Dress Code of the Woodland Cultural Centre.

**On-going:**

Accessioning – assigning chronological numbers to each incoming artifact according to the system already in place; and recording basic data on the artifacts  
Labelling – learning and using appropriate materials and techniques to apply the accession number to the artifact according to museum professional standards  
Identifying – with the help of the mentor Archaeologist and the Collections Registrar, sort the various archaeological site collections by artifact type, identifying use, material, and time period  
Cataloguing – using appropriate museum terminology complete condition reports on all archaeological artifacts; including photographs of the objects  
Storage – using appropriate archival-quality materials and accepted professional techniques, pack archaeological items for long-term storage in the environmentally-controlled collections room  
Inventory – aid in physically locating and examining artifacts in the collections to ensure they are present, in good condition, labelled, and in the correct location; taking the approved steps to correct any archaeological items that do not meet the standards

## Work Schedule

June 17	18 Orientation	19 Training	22 Training	21 Centre Closed	22 Training	23
24	25	26 Training	27 Training	28 Training	29 Project Onset	30
July 1	2 Centre Closed	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	August 1	2	3	4
5	6 Centre Closed	7	8	9	10 Project Ends	11

Grey areas represent work days of 7.5 hours (9:00 am – 4:30pm)

## **Summer Archaeology Project – Woodland Cultural Centre**

The Woodland Cultural Centre, with the aid of the Ontario Archaeology Society, Dr. William Fox (Trent University), and Dr. Gary Warrick (Wilfrid Laurier University), will undertake to identify, accession, catalogue, photograph, label and inventory the museum's multiple and massive archaeological collection. The Centre's archaeological collection consists primarily of pre-contact finds in stone, animal bone, ceramic, and shell. There are also some historic pieces in metals, glass, and ceramics. In total the collection numbers around 10,000 items (an exact number is unknown – thus the need for this project).

The main players in this project will be the Centre's Collection Registrar, and the two Indigenous Archaeological Collections Assistants. The Archaeological Collections Assistants will be working on eight week placements. Under the direction of the Collection Registrar the students will work as a team to accomplish the goals of the project.

After familiarizing themselves with the goals of the project, all the team members will have the exciting opportunity to be mentored and work with esteemed professional Archaeologists (and University Professors), Dr. Gary Warrick and Dr. William Fox. Dr. Warrick will begin the mentoring process by holding an archaeological identification session for the team. This will allow members to be readily able to name pieces and materials within the collection for accurate entry into the database. Dr. Warrick will also be available to assess collection items that may be harder to identify and explain professional means to help in the identification process. Dr. William Fox, the driving force behind the project, will be available for helping team members in the areas of archaeological site identification, artifact information, and pulling in resource peoples from his vast network of professional colleagues to garner additional information as needed.

The project will have photographer Holly Gallant come in to teach basic photography to the team members. As the collection will need to be photographed, Holly will provide the team with assistance in using a DSLR camera, lighting, display, and backdrop equipment. In addition, the Woodland Cultural Centre will also bring in Conservation Consultant, Andrea Carswell, to teach basic cleaning techniques and proper handling and support for the types of items in the archaeology collection.

The Archaeological Collections Assistants will also learn labelling techniques for the various materials in the archaeological collection; collections storage and how to create microenvironments for items in storage; museum environmental data collection and control; and the basics of museum collections management.

The goal of the summer archaeology project is to create a complete cataloguing of the various collections, individual items, and overall sites that comprise the archaeology collection of the Woodland Cultural Centre. The end result should be three (3) complete lists for the database – an accessions list (the museum number assigned to a correctly identified item), a storage list (the box numbers for each collection and also each accession within that collection), and an inventory list (the shelf location of every collection, box, and accession). These lists will be handwritten. The lists will be used to enter the artifacts into the digital database – this data entry will be completed by the Collections Registrar after the completion of the summer project.