

Digital Archives Assistant - Huron County Museum - Goderich, Ontario

Posted: Tuesday, February 26, 2013

**Cultural Services Department
Huron County Museum
requires**

One (1) Temporary Contract Full Time Digital Archives Assistant

The County of Huron, known as “Ontario’s West Coast,” is a mosaic of vibrant communities along the shores of Lake Huron. The County has a population of approximately 60,000 people. Amidst pastoral and marine scenery, the County’s economic strengths are agriculture, manufacturing, tourism and culture. Please visit MakeHuronHome.ca and HuronCounty.ca.

The Huron County Cultural Services Department - Huron County Museum requires One (1) temporary contract full time Digital Archives Assistant for 35 hours per week.

The Digital Archives Assistant will assist in the creation and maintenance of a digital archives for the Huron County Museum.

Qualifications:

- A University degree or post-secondary diploma in archival studies;
- 2 years experience in an archival, library or museum facility;
- Demonstrated experience in digital imaging, technical photography, digital libraries and web design;
- A sound understanding of the Rules of Archival Description (RAD) and museum database software, preferably PastPerfect;
- Experience with information technology applications in an archives or library environment;
- Experience developing video and educational programs for online collections;
- Demonstrated oral, written, and presentation skills;
- Knowledge of Huron County history desirable.

Wage: Non-Union Grade 5 \$24.16 - \$27.08 per hour

Please forward your cover letter and resume in PDF format by **4:30 pm on Friday March 15th, 2013** to:

The Corporation of the County of Huron -- Human Resources
1 Courthouse Square
Goderich, Ontario
N7A 1M2

Email: humanresources [at] huroncounty [dot] ca OR Fax: 519.524.4172

The County of Huron is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Only those individuals selected for an interview will be contacted. Information is collected solely for the purpose of job selection under the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

Category: