



**Renfrew**  
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**SUMMER EMPLOYMENT OPPORTUNITY  
#25.14 – Collections Assistant (1 position)  
McDougall Mill Museum**

**Description:**

The Town of Renfrew invites applications for the position of Collections Assistant for the McDougall Mill Museum. The collections assistant position will catalogue military artifacts at the McDougall Mill Museum with a focus on uniforms, insignia and medals. Cataloguing involves historical research, technical writing, photography, data entry using Past Perfect and artifact handling. The Collections Assistant will be expected to reach out to other local heritage organizations for assistance if required to find relevant information or answers to specific questions. From time to time, the Collections Assistant will liaise with the public where they will be expected to promote the project they are working on. They may also assist with other museum duties, as required such as events, visitor orientation, exhibit cleaning. The availability of this position is subject to funding approval by Town Council.

**Qualifications:**

- Secondary School Student
- Ability to communicate with coworkers and the general public verbally and in writing
- Able to be a team player as well as work independently
- Must be able to lift and carry artifacts up to 20 kg (approx. 44 lbs)
- Ability to undertake self-directed learning
- Knowledge of Canadian, and Renfrew and/or military history is an asset
- DSLR photography experience is an asset
- Database data entry experience is an asset

**Rate of Pay/Hours of Work/Location:**

- \$18.20/hour (under review)
- 35 hours/week (schedule varies – 10:00 a.m. – 5:00 p.m.)
- The employment term for this position will be 14 weeks from May through August.
- Location: McDougall Mill Museum – 65 Arthur Avenue, Renfrew ON

***Qualified applicants are invited to submit their resume, stating:  
“Town of Renfrew - #25.14 Collections Assistant”  
by 4:00 p.m., Wednesday March 5<sup>th</sup>, 2025, to:***

Town of Renfrew, Attn: Jenn Fleming, Compensation/HR Specialist  
127 Raglan Street South, Renfrew, ON K7V 1P8  
EMAIL: [jfleming@renfrew.ca](mailto:jfleming@renfrew.ca) (in MS Word or pdf format)

***Thank you for your interest, however, only applicants considered for an interview will be contacted. Accessibility accommodations are available for all parts of the selection process. Applicants must make their needs known in advance. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.***