



# MERRICKVILLE DISTRICT HISTORICAL SOCIETY

## JOB POSTER

**Position: Student Researcher, Collections and Programs (Summer 2026)**

**Presented by:** Merrickville & District Historical Society (MDHS)

This position is conditional on funding through the Young Canada Works (YCW) in Heritage Organizations program.

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### POSITION DETAILS

Field	Description
Position Title	Student Researcher, Collections and Programs
Organization	Merrickville & District Historical Society (MDHS)
Duration	Full-time Term Position (Approx. May – August 2026)
Hours	Up to 40 hours per week
Wage Range	\$20.04 to \$24.29 per hour
Work Model	Hybrid: 3 days/week Remote + 2 days/week Onsite (at MDHS facilities, e.g., MDHS Archive or Merrickville Public Library)

### OPPORTUNITY SUMMARY

Join the MDHS Cultural and Heritage Programs division! The Student Researcher will play a critical role in enhancing our capacity for research, exhibition development, and public programming by assisting with the intellectual and physical management of our artifacts and artworks. This is a unique opportunity to gain hands-on experience in collections management and exhibit installation in a professional heritage setting.



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### CORE RESPONSIBILITIES (Scope of Work)

The successful candidate will report to the Collections Officer/Cultural Planner and be responsible for tasks across three key areas:

#### 1. Collections Management & Preservation:

- Execute proper registration and comprehensive cataloguing (intellectual and physical) of new and existing artifacts and artworks.
- Prepare and package artifacts for display, delivery, and installation, ensuring strict adherence to Provincial Conservation Standards.
- Assist with maintaining optimal display, exhibition, and storage spaces, and documenting artifact shipments.

#### 2. Historical Research & Documentation:

- Conduct detailed historical research specific to the Merrickville area, including histories of local historical properties.
- Execute specialized research to support exhibition themes, interpretation, and public programming.

#### 3. Exhibition Implementation:

- Provide technical support for exhibit installation, implementation, and dismantling. This includes using specialized tools for construction and physical preparation of the space.

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### CANDIDATE PROFILE & REQUIREMENTS

#### A. YCW Eligibility Requirements (MANDATORY)

Applicants **MUST** meet all Young Canada Works eligibility requirements, including:

- Be between 16 and 30 years of age.
- Be a Canadian citizen, permanent resident, or have refugee status in Canada.
- Be legally entitled to work in Canada.
- Be registered in the YCW online candidate inventory.
- **Be a full-time student returning to school full-time** in the next academic year (2026-2027).



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## B. Education and Experience (Preference Given)

- **Enrollment:** Currently enrolled in a post-secondary program.
- **Field of Study:** Preference for candidates in History, Art History, Museum Studies, Fine Arts, or Social Sciences.
- **Experience (Minimum 1 Year):** Demonstrated experience in **collections management/registration AND/OR technical experience** in a museum/gallery environment (e.g., using specialized tools for installation).

## C. Mandatory Certifications and Licenses

- Current **Standard First Aid, CPR and/or AED** certificates.
- Valid **Ontario unrestricted G class driver's license** (or provincial equivalent) with a clean driving record.

## D. Key Skills and Competencies

- **Communication:** Strong organizational, written, and interpersonal communication skills.
- **Detail-Oriented:** Acute attention to detail for cataloguing and documentation.
- **Work Ethic:** Proven ability to work **independently** with minimal supervision (essential for the remote work portion) and maintain flexibility.
- **Physical:** Ability to lift **40 pounds** safely (required for exhibit preparation and installation).

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## HOW TO APPLY

Interested candidates who meet all YCW eligibility criteria should submit a **resume** and **cover letter** detailing their relevant experience (collections and technical) by email to:

[info@merrickvillehistory.org](mailto:info@merrickvillehistory.org) or,

in writing to:

PO Box 294  
Merrickville, ON  
K0G 1N0

**Note on Conditions of Employment:** The successful candidate must successfully complete a Criminal Records and Judicial Matters Check (Level 2) prior to commencement of work.