



Canada's LGBTQ2+ Archives

Job Posting: Museum Collection Specialist

Located in Toronto, Ontario, The ArQuives is one of the largest 2SLGBTQIA+ archives in the world. Primarily a volunteer-run organization focusing on Canadian content, The ArQuives acquires, preserves, and provides public access to information and collections in various formats. Our organization offers a range of research, exhibition, educational, and community programming. The ArQuives seeks a Museum Collection Specialist for an 11 month contract (ending March 31, 2026).

Reporting to the Executive Director, the Museum Collections Specialist will work to improve collection management and public access to the collection, particularly through improving our descriptive standards in our collection management system. The selected applicant will also work with the Executive Director and The ArQuives staff and volunteers to photograph the collection and rehouse artifacts as necessary. The Museum Collections Specialist will assist with volunteer and intern supervision. On-site work (90%) is required.

The ArQuives has a COVID Vaccine and Safety Policy for all staff, volunteers, and researchers. Accommodations will be granted where they do not cause undue hardship or directly threaten the health and safety of staff, volunteers, and community members.

The ArQuives acknowledges and is committed to addressing historical inequities within our organization. We encourage applications from marginalized communities, including those who identify as Indigenous, women, trans, non-binary, gender non-conforming, Black, people of colour, and persons with disabilities.

Principal Duties & Responsibilities

- Catalogue artifacts and artwork
- Review legacy descriptions and update entries to meet descriptive standards
- Supervise collections volunteers and interns
- Work with the archivists and volunteers to photograph artifacts
- Rehouse artifacts

Qualification and Experience

- Masters of Museum studies (MMSt) (or equivalent experience), in museum registration or collections management
- Knowledge of best practices for collection management, documentation, and preservation standards
- 2 year of practical work experience
- Experience working with Nomenclature 4
- Experience with Inmagic, Omeka, Preservica, and Photoshop is an asset
- Knowledge and understanding of the 2SLGBTQIA+ communities and history in Canada or experience working with marginalized communities is an asset;
- The ability to take the initiative and prioritize with strong attention to detail.

Organization website: www.arquives.ca

Application deadline: April 21, 2025

Estimated start date: May 12, 2025

Hours and Salary: 37.5h/week, \$60 000/year + health benefits

Interested candidates should send a CV and cover letter as one PDF document to: jobposting@arquives.ca with "Collection Specialist" in the email subject line.