

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

Collections Officer

Department:	Community Services
Classification:	Term (September 2025 – March 2026)
Affiliation:	CUPE Local 129
Vacancy Reason:	Grant Funded
Shift/Hours:	35 hours per week
Salary Range:	\$27.65/hour (Pay Grade 5, Step 2)
Work Location:	Pickering Museum Village, 3550 Greenwood Road, Greenwood ON, L1X 0J3
Date Posted:	Friday, July 11, 2025
Deadline to Apply:	Monday, August 4, 2025 at 11:59pm

Job Summary

The City of Pickering is seeking a dedicated and motivated individual to join our team in the role of Collections Officer.

The Pickering Museum Village is home to over 10,000 artifacts which represent our community from earliest habitation to 40 years prior to the current date. The Collections Officer will work with the Conservator to inventory, catalogue, and preserve these artifacts for future generations.

The Museum Village recently undertook several large-scale moves of artifacts into two storage facilities and is anticipating another large move to a new facility in 2025. This position will assist with an artifact relocation project by inventorying, cataloguing, photographing, and preparing artifacts to move as well as processing them post-relocation.

Primary Responsibilities

- Work with collections staff to organize, inventory, tag, and pack collections that will move between Museum facilities.
- Assist in coordination of the artifact move including monitoring loading of artifacts and/or receiving them at the end location.
- Process and load the new collections space according to best practices.
- Process the heritage costume collection by creating an inventory, visual aid, records in the collections database, and physical setup of the collection storage.
- The Collections Officer will perform research, preventative conservation, and photography of artifacts as well as documenting, inventorying and tracking artifacts in the collections database.
- Communicate project plans, problems, and adjustment to staff. Work with a team to understand how programs, events, or other priorities at the Museum may impact the project plan. The Collections Officer will report on progress so that all staff are kept informed.

Education and Experience

- Post-graduate education in Museum Studies or Conservation.
- 2 years' experience in Museum Collections and Conservation work, including cataloguing, identifying pests, damage, and performing artifact cleaning.
- Experience in packing and moving collections.

Knowledge, Skills and Abilities

- Knowledge of Past Perfect 5.0 is an asset.
- Ability to work independently is essential.
- Knowledge of Pickering history is an asset.

- A strong knowledge of health and safety, especially in working with the possibility of pests and organic waste. Basic occupational health and safety required. Demonstrated ability to identify and mitigate hazards is required.
- This position requires physical exertion to pack artifacts. An ability to lift up to 25 lbs is required.
- Ability to work effectively to complete the project in the time provided is essential.

Qualified candidates may complete an [online application form](#) where you will be required to upload your resume and cover letter (PDFs only). We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and is used for the purpose of candidate selection.

The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accessible formats and supports can be requested. For assistance, please contact the Human Resources Department at 905.420.4627 or hr@pickering.ca.

Pickering: A complete, world-class city... inclusive, connected, caring and prosperous.

