



<b>POSITION:</b>	Collections Assistant	<b>ORGANIZATION:</b>	Royal Military College of Canada (RMC) Museum
<b>LOCATION:</b>	On site at RMC		
<b>DESCRIPTION:</b>			
<p><b>ABOUT THE RMC MUSEUM</b></p> <p>The mandate of the RMC Museum is to collect, research and interpret the tangible and intangible history and heritage of the College and the stories of its naval and officer cadets, students, alumni, faculty and staff from its opening in 1876 through the post Second-War development of the Canadian Military College system to the university status of the present day. The Museum also interprets the history of the site through its prehistory period and the military history of the site through its colonial period, including the natural history of the site.</p> <p>The RMC Museum has existed in various forms since 1922. Early Ex-Cadets and their families sent objects to the College to commemorate the service of their classmates and family members. After the First World War, the Commandant, Lieutenant-General Sir Archibald Cameron Macdonell began collecting objects and setting up displays in the Fort Frederick Martello Tower. During the Second World War, the Museum was closed and the objects were placed in storage until 1961 when the Museum was re-opened. Since then, the RMC Museum has expanded with exhibitions located throughout the College.</p> <p>In 2016, restorations began on Fort Frederick and as a result, the Museum had to move out of the Tower. These restorations will continue for several years, leaving the Museum without a designated public exhibition space. Plans are underway to build a new Museum building and to establish a temporary exhibit space until the new building is ready. While we wait for the new space, we are focusing on collections and research projects and engaging with the public through social media and programs.</p> <p><b>PLACEMENT DESCRIPTION</b></p> <p>The Collections Intern will work with the Curator on a variety of collections management tasks. The Intern will have the opportunity to choose tasks according to interest. Examples of possible tasks include cataloguing the Museum's library collection, organizing and re-housing toy soldiers, creating storage mounts and re-housing headdresses (hats), conducting an inventory of the whole collection, digitizing photographs. There are numerous possibilities. Part of this internship would include learning safe handling procedures for whatever materials are involved with the chosen tasks.</p> <p><b>ROLE AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Handle objects according to instructions provided by the RMC Curator</li> <li>• Complete tasks as agreed by Intern and RMC Curator</li> </ul> <p><b>PREFERRED SKILLS AND ABILITIES</b></p> <p>The Collections Intern should:</p> <ul style="list-style-type: none"> <li>• Enjoy historic materials</li> <li>• Be able to follow detailed instructions</li> <li>• Be able to work independently</li> <li>• Have excellent attention to detail</li> </ul>			