

**Division:** Museum

**Department:** CAO

**Reports to:** Museum Registrar

**Supervises:** Collection volunteers, seasonal staff (as required)

### **Position Objective/Summary**

The Collections Assistant is responsible for the documentation and preservation of the Museum's household textile collection in accordance with the Museum's mission statement and professional standards set by the Canadian Museum Association. The focus will primarily be on the quilts, coverlets, blankets, rugs and flags. We are in the process of migrating to a new database and this project will assist with inventory, condition reports, digitizing artifacts, rehousing and updating descriptions.

The Collections Assistant will perform a full range of professional duties involved with the management and coordination of the textile collection in the Heritage Resource Centre including ensuring policies and collections are managed in accordance with optimal environmental controls and preventative conservation principles. Funded through the Museum Assistance Program, this position is 30 hours per week for a 10 month project, ending in March 2025.

### **Duties & Responsibilities**

- In collaboration with the Registrar, implement improvements to the storage system for the collection in accordance with professional museum standards, ensuring that efficient retrieval of and access to the collection are possible
- Undertake documentation and cataloguing of the collection according to a planned program of work
- Perform collection management tasks related to the household textile collection
- Data entry according to defined standards and business rules maintaining records of the location and movement of objects
- Coordinate the capture, filing and management of collection images
- Recording the storage, movement and preservation of the collection
- Create a finding aid and complete condition reports
- Report any issues of concern if they arise

### Work Schedule

Normally not required to work outside regular working hours unless assisting with an event.

### **Education**

- University degree or College certificate in an area of the museum's specialization such as; history, archaeology, conservation, collections management, or photography
- Standard First Aid, CPR and AED Certification

### **Experience**

- Two years experience working in a community museum setting with collections management experience.
- Previous experience with preventative conservation and environmental control assessment.
- Experience handling textiles is an asset

### **Knowledge**

- Proficiency in MS Office, including spreadsheets and data bases.
- Municipal Act, AODA, and general knowledge of municipal operations and relevant bylaws.
- Collections management standards and artifact conservation

### **Skills & Abilities**

- Ability to understand written and oral direction
- Ability to assign work and ensure successful completion by his/her assigned personnel
- Able to work with minimal supervision
- Able to handle confidential information
- Able to use a digital camera to photograph textiles

### Judgment is exercised in:

- Prioritizing work activities to ensure collections management standards are being met.
- Recommending equipment and materials needed
- Reporting conservation concerns

### Interpersonal Skills/Contacts

#### Internal

- Coordinate project management and prioritize collections management concerns
- Assign and work effectively with volunteers, students, interns emphasizing adherence to standards.

#### External

- Promotion of good public relations in the facilities and with the general public.
- Support the Museum promotion with social media using the collection.

- Effective public relations and communication with donors, researchers and other municipal staff

**Work Demands**

Carries out work assignments in a variety of environments including collecting artifacts from off site, the heritage resource centre, and an office environment. Must be able to lift 40 lbs for artifact transfer. Also uses various pieces of office equipment, including but not limited to a computer, digital camera, photocopier, and scanner.

Job involves cleaning, lifting, standing, sitting, walking.

Environment

Works inside in an office environment and artifact storage centre. Transports artifacts from building to building during all weather conditions. Must be able to lift 40 pounds.

**Reviewed by department and approved by:**

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Scott Luey – Chief Administrative Officer

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Date