



Collections Support, Museum

Position Code: 317

Department: Parks, Recreation & Culture

Division: Culture & Events

Reports To: Supervisor, Museum

Direct Reports: None

Pay Band: 4

Effective: May 2015

Revised: Jan/26, Jan/24, Jan/23, Jan/19, Feb/18

Status: Seasonal Full-Time Non-Union

Indirect Reports: None

Position Summary

Reporting to the Museum Supervisor, the Collections Support, Museum assists in collections management, digitization, exhibit research and development, and digital content creation to enhance access, preservation, and public engagement. Associated tasks include object numbering, photography, scanning, editing, condition reporting, data entry, and proper storage techniques.

Duties and Responsibilities

1. Collections Management and Exhibit Preparation (90%):

- (a) Support the ongoing collections record management of artifacts, which includes cataloguing and classifying information by following established protocols and modes of data entry into the database (e.g., Past Perfect).
- (b) Proofread and edit existing collections records to meet established criteria for the online sharing of photographs and records through Past Perfect Online.
- (c) Follow established protocols for artifact care and handling in numbering, photographing, scanning, condition reporting, and storage activities.
- (d) Research topics, themes, people, and places for future exhibitions and support the planning and research of travelling exhibit opportunities.
- (e) Draft and edit exhibition text and assist in the preparation and installation of artifacts.
- (f) Protect private and confidential information associated with artifact values and donor identities.
- (g) Communicate with colleagues, community members, artifact donors, and museum professionals in other collecting institutions during collections research.
- (h) Create social media content about artifacts and collections as required.

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2. Other Museum Functions (10%):

- (a) Provide superior customer service to visitors, which may include greeting, screening, answering questions, and promoting and providing information relating to the Museum.

Work in compliance with the Highway Traffic Act, Occupational Health and Safety Act, WHMIS, applicable legislation, regulations, statutes and departmental policies/procedures/practices and operational guidelines. Ensure that all necessary personal protective equipment (e.g. safety boots, hard hat, reflective vest, gloves, hearing protection, eye protection, etc.) are used and are maintained in good condition.

Perform other related duties, as assigned, that are in accordance with job responsibilities and/or necessary departmental or corporate objectives.

Knowledge, Skills and Experience

1. Post-secondary studies in Museum Studies, History, or related discipline.
2. Six (6) months of related experience in collections management or exhibit development considered an asset.
3. Good administrative, written communication, interpersonal, organizational, time management, and public relations skills, together with the ability to use tact and discretion and to deal courteously and effectively with the public and fellow staff members. Demonstrated editing and proofreading skills.
4. Ability to multi-task, cope with interruptions and work under pressure to meet multiple deadlines, exercise discretion and good judgment particularly when handling highly confidential/sensitive information. Possess initiative and personal integrity.
5. Working knowledge of Windows and Microsoft Office applications and office equipment. Familiarity with Past Perfect Software, Adobe Photoshop, and Canva considered an asset.
6. Physically capable of handling artifacts of varying shapes, sizes and weights and wearing the applicable personal protective equipment.
7. Valid Class "G" driver's license and ability and willingness to travel within the community as required.
8. Possess a current Criminal Record & Judicial Matters Check (Level 2) with results satisfactory to the employer, and a valid standard first aid & CPR/AED Level C certification (or willing to obtain).

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Physical Demands and Working Conditions

Physical Effort: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands require no undue fatigue regarding sitting, standing and walking. Daily tasks may include operating a computer, concentrated attention to detail during analysis of various information and computer work. Individual must operate office equipment such as computers, copiers, faxes, scanners and adding machines. (100%)

Normal hours of work are thirty-five (35) hours per week, usually Monday through Friday. Normal shifts are seven (7) hours plus a one (1) hour unpaid meal break. Flexibility in scheduling is necessary as there may be the occasional requirement to attend to functions outside of normal work hours, change shifts to work evenings or weekends to accommodate customer service initiatives, or work extra hours as needed.

Physical Environment: Work is conducted in a standard museum environment. (90%) Work involves travelling to other Municipal buildings or off-site locations, meetings and training held in meeting rooms or conference rooms. (10%)

Sensory Attention: Visual concentration and repetitive keyboarding tasks. Ability to coordinate hands and eyes rapidly and accurately when using equipment. Periods of continual visual concentration and must be able to distinguish numbers and characters on an electronic screen. Vision abilities required include close vision, colour vision and ability to adjust focus. (90%) Requires the ability to communicate effectively including explaining processes instructions and speaking before groups of people. (10%)

Stress: Limited mental stress, in normal situations with limited pressure where the seriousness of the outcome is limited. (90%) Some exposure to disgruntled community members or public. (5%) Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations. (5%)

Contacts and Dimensions

Direct Reports:	0
Indirect Reports	0
Total Employees Serviced:	0
Other Working Relationships:	Position communicates regularly with staff, community groups, artifact donors, and the public.
Budget:	n/a
Salary Budget:	n/a

Position Description

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Review and Signatures

Employee Name: _____

Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Manager/HR Signature: _____ Date: _____