

## CITY OF HAMILTON

**PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT**  
**(CULTURE DIVISION – MUSEUMS & HERITAGE PRESENTATION - LOCATION - LISTER BLOCK, 28 JAMES STREET NORTH, 2<sup>ND</sup> FLOOR, HAMILTON, ONTARIO)**

**RECORDS/CATALOGUE CLERK (CULTURE) - CUPE 5167**

**SUMMARY OF DUTIES**

Reports to the Curatorial Assistant - Collections, Heritage Resources Management section. Performs administrative duties including inputting and updating artefacts collections data into collections information management database. Also responsible for artefact handling and digital photography of artefacts.

**GENERAL DUTIES**

Inputs and updates artefact collections data into collections information management database.

Photographs documents and artefacts according to museum standards using a digital camera.

Handles and moves artefacts.

Maintains location listings by updating catalogue files.

Assists with artefact placement and artefact storage.

Maintains security of the artefacts.

Conducts research on artefacts as requested using on-line resources, primary and secondary documentary materials.

Receives and answers routine inquiries from staff, other sections and divisions.

Works in accordance with the provisions of applicable health and safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

**QUALIFICATIONS**

1. Demonstrated experience related to the duties listed above normally acquired through a combination of education and relevant work experience.
2. Previous experience in collection management would be considered an asset.
3. Must have a demonstrated proficiency in the basic use of and knowledge of Microsoft Word and Excel software and the ability to type information quickly and accurately.
4. Working knowledge of database software.
5. Working knowledge of museum collections information management database software would be considered an asset.
6. Ability to lift and move artefacts weighing approximately 40 lbs.

7. Ability to relate well with employees at all levels.
8. Previous experience in records maintenance a definite asset.

**NOTE:**

This position may be required to work nights and weekends, as well as staggered work hours to meet operational needs

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**

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