

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
(TOURISM & CULTURE DIVISION – HERITAGE RESOURCE MANAGEMENT SECTION – LOCATION – 240
BURLINGTON ST.)

COLLECTIONS ASSISTANT – RECORDS MANAGEMENT (CUPE 5167 (INSIDE WORKGROUP))

SUMMARY OF DUTIES

Reporting to the Curator of Collections, assists in the records management of the Heritage Resource Management Section of the Tourism and Culture Division heritage collections at multiple museum sites, including: registration, data entry, artifact handling, packing and unpacking of artifacts, research, exhibit work, social media, document scanning and digital photography of museum artifacts. Works with museum staff and conservation staff to ensure all aspects of artifact handling, packing, rehousing and documentation are up to date.

GENERAL DUTIES

Conducts the hands-on processes of museum collections management: Compiles information about heritage artifacts, completes relevant research, assesses existing documentation, creates accurate descriptions of artifacts, photo-documents artifacts, assigns and embosses accession numbers, stores artifacts according to professional museum standards.

Enters artifact collections data into the Re:discovery Proficio collections information management database as required by Division operations and defined in the Section procedural and workflow manuals.

Handles and moves artifacts according to professional care and handling standards; maintains location listings by updating catalogue files

Rehouses artifacts when needed by creating new custom storage containers and mounts.

Conducts research of artifacts using on-line resources, primary and secondary documentary material to provide context and historical significance to the artifact collection.

Photo-documents artifacts using DSLR cameras, professional lighting and photography software and equipment for the purposes of photo editing and video.

Assists with inspections of sites for the purposes of identifying pest management concerns, deterioration of artifacts and reports damage and loss to Curator and Conservator.

Assists with exhibit preparation for Heritage Resource Management section including, creation of reports, locating artifacts for exhibits, research, exhibit text writing, relocation of artifacts including packing and unpacking and assisting with display of artifacts.

Assists with the packing and unpacking of artifacts for travel and storage according to professional museum standards.

Assists with the coordination of summer student, volunteers and interns.

Creates photo and video content specifically for social media and website purposes.

Ensures the security of the building and collection. Reports deficiencies in safety/security systems and apparent damage or loss.

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 related to the major responsibilities of the job.

QUALIFICATIONS

1. Must have museum experience specifically related to duties listed above normally acquired by obtaining a Community College Diploma in a museum related discipline (such as Museum Studies, Museum Management, Collections, Archives, or Conservation) or a combination of education and related work experience.
2. Must have experience handling and recording artifacts in computer based cataloguing system, computer knowledge and familiarity with digital photography, photography software, scanning, packing and unpacking artifacts using museum professional standards.
3. Experience handling, relocating and rehousing artifacts with special focus on experience with creating custom storage containers
4. Strong working knowledge of Microsoft Office software (Word, Excel and Outlook), at an intermediate level, and previous experience working with computerized museum database software programs.
5. Good research and interpersonal skills with the ability to communicate effectively, both orally and in writing at all organizational levels and with the general public. With preference to candidates with demonstrative knowledge of 19th century material culture.
6. Ability to work independently with minimal supervision.
7. Must be able to lift up to 30lbs.

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

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