

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

**COLLECTIONS AND CONSERVATION ASSISTANT - CUPE 5167**

**SUMMARY OF DUTIES**

Reporting to the Senior Curator, Collections and Monuments, the Collections and Conservation Assistant assists in the collections management and preventive conservation of historic collections at multiple museum sites owned by the City of Hamilton and managed by the Heritage Resource Management Section of the Tourism & Culture Division. This position will support the accessioning and deaccessioning of collections, conducting all aspects of collections management including but not limited to; registration, data entry, artifact handling, packing and unpacking of artifacts, research, scanning, digital photography. This position will also assist the Conservator with preventive and treatment conservation including, but not limited to: object cleaning, environmental monitoring and minor/basic conservation treatment of museum artifacts. Works with museum staff and conservation staff to ensure all aspects of artifact handling, conservation, packing, rehousing and documentation are up to current museum standards.

**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 Argus collections management system 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.

Prepares artifacts for display or storage by creating new custom storage containers and mounts in consultation with the Conservator.

Performs minor/basic conservation treatments and completes associated documentation for treated artifacts in accordance with the Canadian Association for the Conservation of Cultural Property Code of Ethics and Guidelines for Practice.

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

Assists with preventive conservation of all museum storage and display spaces, this includes environmental monitoring and inspections of sites for the purposes of identifying pest management concerns, deterioration of artifacts and reports any damage and loss to Senior Curator, Collections and Monuments and Conservator.

Digitizes artifacts using flatbed scanners and DSLR cameras, professional lighting and photography software and equipment for the purposes of photo editing and video.

Assists with exhibit preparation including coordination of loans, locating artifacts for exhibits, research, mount-making, relocation of artifacts, and assisting with the installation and deinstallation 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.

Supports the security of the building and collection. Reports deficiencies in safety/security systems and apparent damage or loss to appropriate team members.

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. A post secondary degree or diploma in Museum Studies or Conservation or a combination of equivalent & related education (in museums, history or heritage) and relevant work experience.
2. Must have collections management or registration experience, with comprehensive knowledge of the processes of accessioning, cataloging, and deaccessioning.
3. Experience with handling and recording artifacts in computer based cataloguing system, and with the digitization of artifacts using museum professional standards as outlined by the Canadian Heritage Information Network (CHIN)
4. Experience with preventive conservation including but limited to; handling, relocating and rehousing artifacts with focus on experience with creating custom storage containers and supports.
5. Experience with basic conservation treatments such as, cleaning, condition reporting, stabilization and minor object repair.
6. Strong working intermediate knowledge of Microsoft Office software (Word, Excel and Outlook) and previous experience working with computerized museum database software programs.
7. 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. Preference to candidates with demonstrative knowledge of 19<sup>th</sup> century material culture.
8. Demonstrated proven commitment to the professional standards outlined in the 'Code of Ethics and Guidance of Practice' established by the Canadian Association for Conservation of Cultural Property and the Canadian Association of Professional Conservators.
9. Ability to work independently with minimal supervision.
10. Must be able to lift up to 30lbs.