

JOB DESCRIPTION

POSITION:	MUSEUM COLLECTIONS ASSISTANT		
DEPARTMENT:	Recreation & Culture	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543442
HOURS OF WORK:	35	GRADE/CLASS:	0.10
SHIFT WORK REQ'D:	Yes		

DUTIES:

Reporting to the Curator, this position will be responsible for assisting in the development of an electric inventory of Museum collection, following upon acceptable Museum practices and systems. The successful applicant will handle Museum cataloguing, management of digital files, photographs of artifacts and database entry and upload; Will also assist with artifact numbering & storage. The incumbent will be responsible for general Museum work including reception, greeting the public and answering telephone calls. Must be able to effectively communicate through oral and written reports; Ensures compliance with applicable standards and regulations. May be required to lift artifacts, boxes and other Museum pieces. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have a three (3) year University Degree in Arts or Social Sciences or Ontario Ministry of Education equivalency and must have completed a certificate in Museum Studies from a University or Community College (i.e., Cultural Heritage Conservation or Art Conservation or Ontario Museum Association certificate in Museum Studies) or Ontario Ministry of Education equivalency; OR
- Must have a four (4) year University Degree in Arts or Social Sciences or Ontario Ministry of Education equivalency;
- Must have over six (6) months of experience in museum practices;
- Must have the ability to travel to off site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current, valid and lawful Driver's Licence is required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment;
- Must possess knowledge of Museum practices including specialized museum numbering system, artifact handling and methods of numbering artifacts;
- Must have the ability to conduct both historic and artifact research;
- Regular work week consists of Tuesday through Saturday. Will be required to work occasional Sundays, which includes opening and closing the museum;
- Knowledge of Mimsy database would be considered an asset;
- The physical demands analysis associated with this job indicates a sedentary - light level of work.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.