

JOB DESCRIPTION

POSITION:	REGISTRAR		
DEPARTMENT:	Cultural Affairs	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543525
HOURS OF WORK:	35	GRADE/CLASS:	0.13
SHIFT WORK REQ'D:	Yes		

DUTIES:

Reporting to the Manager of Cultural Affairs or designate, this position will be responsible for the preservation, processing, inventory and cataloguing of the Windsor's Community Museum collection including artifacts, images, pamphlets, books, maps etc. The successful applicant will interpret and comply with legislation, policies and procedures as they relate to standards for community museums in Ontario, specifically, principles that are relevant to the management, accession, acquisition, conservation and preservation of the collection; Will draft procedures relevant to the internal process for incoming artifacts; assist with exhibit development and installation; curate exhibits as required; assist researchers in their search for information; process reprographic orders; partner with members of other heritage organizations including Windsor Public Library's digitations team. Will perform general duties essential to the operation of the Museum including, but not limited to: answering phones, greeting visitors, providing tourist information and directions, opening/closing and security/fire alarm procedures. Will perform accounting/financial records keeping, including the processing of requisitions, purchase orders, bank deposits, petty cash; orders supplies as required, maintains accurate records of the museum's expenditures. Will be required to work in the museum's artifact storage area. Assists the Museum's Curator in the supervision, training, mentoring and evaluation of student/grant program staff; will communicate in a respectful manner and maintain amiable relations with outside agencies, the public and fellow staff; will comply with specific regulatory legal and policy requirements including, but not limited to: Collections Management Policy, Copyright law, Windsor's Community Museum Policies, Museum Operating Grant standards, Chenhall's Nomenclature for museum cataloguing and Firearms Act. 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 four (4) year University Degree in the Arts or Social Sciences or Ontario Ministry of Education equivalencies;
- Must have over one (1) year of experience in the fields of cataloguing artefacts, registration and collections management or image cataloguing & digital storage of images;
- Must have completed a certificate in Museum studies from a Community College or University (i.e. Ontario Museum Association certificate in Museum Studies, Aboriginal Training Program in Museum Practices as the Canadian Museum of Civilization Corporation);
- Must have Firearm Acquisition Certificate (2 day course);
- Must have the ability to travel to offsite 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 have an understanding of museum design, organization, and management;
- Knowledge of artifact care including textiles, paper, metals and wood is required;
- Must have operating knowledge and training in the Microsoft Office Suite of products;
- Must be detail-oriented with the ability to prioritize and manage multiple tasks with excellent public relations and customer service skills and will maintain cordial relations with outside agencies, the public and all staff;
- Related community and volunteer experience is a definite asset;
- Proven commitment to ongoing education, training and professional development will be considered an asset;
- Previous tourism experience will be considered an asset;
- The physical demands analysis associated with this job indicates a light level of work. May be medium during exhibit preparation.

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POSITION: REGISTRAR

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.