

Collections Technician

Young Canada Works in Heritage Organizations (YCW)
/ Canada Summer Jobs (CSJ)
2017 Summer Student



JOB TITLE: Collections Technician
POSITIONS AVAILABLE: 1 (Dependent on funding from YCW / CSJ)
SALARY: \$11.50 / hr, 35-hour week
START/END DATES: May 23 – August 27, 2017
DEADLINE FOR APPLICATION: Monday, April 17, 2017
LOCATION: Museum of Health Care at Kingston
Ann Baillie Building NHS, 32 George Street, Kingston, ON K7L 2V7
www.museumofhealthcare.ca

****Please note that this position is dependent on funding from Young Canada Works / Canada Summer Jobs. Start / end dates are subject to change.****

INFORMATION

The Museum of Health Care at Kingston is Canada's premier resource devoted to bringing to life the story of health and health care. The Museum of Health Care strives to connect visitors with the experiences of people in past times and provide context and perspective on today's health issues. To help Canadians better understand this history, the Museum preserves and promotes the rich material legacy of our medical and healthcare past.

The Collections Technician will work directly with the extensive collection of medical and health care objects and archival documents under the direction and supervision of the Collections Manager.

Projects during this work term:

- Catalogue new donations, revise selected catalogue records, and update on-line database using InMagic V2016
- Create digital images in a photo studio set up and edit with Photoshop V6 software
- Complete minor research to confirm dates of manufacture, etc.
- Propose items for deaccession: create inventory with visual record of proposed objects for deaccession from 2016 Inventory Project & others in a report for Collections Committee approvals
- Update Emergency & Disaster Plan
- Research and write a blog post
- Assist with a review of the collection for at least one medical category
- Update procedure manual for cataloguing with new software
- Create Artifact Handling Manual
- Prepare objects for storage according to accepted museological, collections management and conservation standards
- Conduct regular integrated pest management inspections and monitor storage areas for temperature fluctuations
- Keep accurate records through accession logs, donor files, cataloguing & inventory charts and a daily activity log
- Conduct collections storage rooms tours with a prepared script on one medical topic per storage room as required

- Assist in the presentation of museum public programming that occurs during the work term

QUALIFICATIONS:

- An enthusiasm for Canadian history, its preservation and promotion
- Experience working in a museum environment especially in collections management, cataloguing and handling artefacts will be considered an asset
- Academic studies especially in museums studies, history and/or history of medicine or related disciplines will be considered an asset
- Strong attention to detail and ability to work independently
- Enjoy working with lists of numbers, creating order and analyzing results, with accuracy
- Excellent English oral, written and verbal communications skills are essential
- Previous museum experience by yourself and not as a group effort: handling artefacts, taking and editing a minimum of 20 digital images of objects in a photo studio setup and conducting an inventory of large collections will be considered assets
- Experience with digital photography in a photo studio set up and Photoshop V6 will be considered assets
- Basic research skills using various sources, both paper-based and electronic
- Ability to monitor and maintain a safe work area
- Excellent interpersonal skills
- Strong organizational and time management skills, ability to work effectively with multiple tasks and tight deadlines and problem solving skills
- Ability to sit for long periods of time at a computer
- Willingness to complete a Skills Analysis Test to catalogue and photograph an object as a major portion of the interview process

ELIGIBLE APPLICANTS WILL:

- Meet the requirements of YCW and CSJ eligibility and be registered with YCW. Candidates must be between 16 and 30 years of age at the start of employment, full-time students intending to return to their studies in the next school year, and eligible to work in Canada.
- Reside in the Kingston area during the work week for the duration of the contract
- Indicate in a cover letter and résumé how they meet the above listed qualifications and confirm YCW and CSJ eligibility
- Be able to work weekends as the position moves to a Wednesday to Sunday work schedule during our summer season

Please note that the Museum of Health Care is a scent-free environment and does not have parking.

To apply for this position, please electronically submit your cover letter, résumé and confirmation of YCW / CSJ eligibility

by 4:30 p.m. on Monday, April 17th, 2017

to the attention of Kathy Karkut, Collections Manager karkutk@kgh.kari.net

Please indicate in your cover letter and email subject heading that you are applying for the Young Canada Works / Canada Summer Jobs **Collections Technician** position as we have various positions available.

Please send attachments in Microsoft Word, Rich Text, or PDF format only please.

We thank all applicants; please note that only those selected for an interview will be contacted.