

Collections Technician

Young Canada Works in Heritage Organizations/Canada Summer Jobs
2018 Summer Student



JOB TITLE: Collections Technician
POSITIONS AVAILABLE: 1 (Dependent on funding from YCW/CSJ)
SALARY: \$14-14.50/hr, 35-hour week (dependent on funding)
START/END DATES: May 22 – August 26, 2018
DEADLINE FOR APPLICATION: Monday, April 16, 2018
LOCATION: Museum of Health Care at Kingston www.museumofhealthcare.ca
Ann Baillie Building NHS, 32 George Street, Kingston, ON K7L 2V7

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 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, interprets and promotes the rich material legacy of our medical and health care past.

The Collections Technician will work directly with the Museum's extensive collection of medical and pharmaceutical objects under the direction and supervision of the Collections Manager.

Projects during this work term:

- Project 1: Inventory and photograph non-catalogued artefacts in storage
- Project 2: Assess the Education Collection and provide minor research, identify and inventory objects, create digital images, propose objects for deaccession, develop storage methods, and identify suitable objects to remove and/or add to the collection for education programs
- Project 3: Catalogue objects electronically using InMagic V2015 and photograph digitally, create records and digital image revisions for selected catalogue entries
- Project 4: Work with collections management policies to identify objects suitable for deaccession
- Project 5: Provide tours of the collections storage areas for the general public for the Kingston Doors Open event (June 16, 2018) and for other special guests as needed
- Monitor storage and exhibit areas for environmental temperature fluctuations and pest management
- Document daily work for measureable outcomes and end-of-contract report
- Research and write a post for the Museum's blog
- Prepare objects for storage according to accepted museological, collections management and conversation standards
- Keep accurate record through accession logs, donor files, cataloguing and inventory charts

SUPERVISION

Collections Manager Kathy Karkut will supervise and provide ongoing hands-on instruction in the above projects. The supervisor will meet with the student on a regular basis in order to review project developments and answer questions. Successful applicants will receive training for all collections-based projects including an orientation to the projects, cataloguing with InMagic V2015 and proprietary procedures.

CANDIDATE PROFILE:

- You must be a college or university student with confirmed Young Canada Works (YCW) and Canada Summer Jobs (CSJ) eligibility prior to your application: candidates for this position must be between 16 and 30 years of age at the start of employment, enrolled in full-time, post-secondary studies and returning full-time to school in the fall of 2018, and eligible to work in Canada

- The ideal candidate for this position will be a senior university student with an academic focus in museums studies, Canadian history and/or history of medicine or a related discipline
- Excellent English oral and written communications skills are essential
- Experience working in a museum environment especially in collections management, museum cataloguing, handling artefacts and conducting an inventory of large collections is considered an asset; training is provided for those without related museum experience
- Strong attention to detail and the ability to work independently
- Enjoy working with lists of numbers and repetitive data, creating order and analyzing results
- Working knowledge of digital photography in a photo studio will be considered an asset
- Basic research skills using various sources, both paper-based and electronic
- Excellent interpersonal skills and ability to ask questions and accept revisions of work
- Adaptability and willingness to learn proprietary methods
- Computer skills with PC computer platform
- Reliable, self-starter, and responsible
- Patience to find the answer and complete catalogue records and charts accurately
- Strong organizational and time-management skills, ability to work effectively with multiple tasks and tight deadlines, and keen problem-solving skills
- Ability to remain seated for long periods of time, and use repetitive movements to apply accession numbers, edit digital images and copy and paste between several documents
- May require lifting objects 10-20 pounds for a short distance
- Energy, good humour and a passion for excellence
- Can comply with a scent-free environment
- Willing and able to complete a Skills Analysis Test to assess ability to catalogue and photograph an object, as a major component of the interview

Eligible applicants will:

- Meet the requirements of YCW eligibility and be registered with the organization; selection of candidates and interviews cannot proceed until this is confirmed
- Be able to reside in the Kingston area during the work week for the duration of the contract
- Be able to work weekends as part of the regular Wednesday to Sunday work schedule

All qualified candidates are encouraged to apply. The Museum of Health Care is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, aboriginal people, persons with disabilities, and persons of any sexual orientation or gender identity.

*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 eligibility by

4:30 p.m. on Monday, April 16th, 2018 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.

SEND RESUME Attachments in Microsoft Word, Rich Text, or PDF format **only** please