

Glenbow

Job Title: Collection Technician, Indigenous Studies – Part Time

Organization Unit: Engagement > Collections > Technical

Job Family: CUPE Local 1645, Job Grade 5

Weekly commitment: 22.5 hours/week

NOTE: Preference for this posting will be given to qualified candidates who are Indigenous.

Please send resume to: careers@glenbow.org

Application deadline: June 26, 2019

*****Note:** Not all applicants will be contacted

General Accountability

Reporting to the Manager of Collections, this position is responsible for documentation, records (electronic and written), storage maintenance, and providing access to and information about the Indigenous Studies collection, and providing assistance in working with Indigenous Communities.

Specific Accountabilities

Documentation of Collections:

- Processes acquisitions forms.
- Accessions, researches and compiles documentation.
- Enters and maintains data on collection management database, and is responsible for maintaining collection management standards.
- Assists with deaccessioning, and repatriation.
- Prepares reports on the Indigenous Studies collection.
- Develops standards and content for cataloguing.
- Coordinates requests for copyright, exhibition rights and FOIP (Freedom of Information & Protection of Privacy).

Maintenance of Collections:

- Maintains storage area.
- Responsible for location of objects and artifact tracking.
- Prepares artifacts for loan and completes appropriate paperwork.
- Implements Glenbow's Emergency Preparedness Plan when necessary.

Public Service:

- Provides information about the Indigenous Studies collection.
- Assists First Nations visitors and other community visitors.
- Prepares condition reports for incoming exhibits.
- Assists with exhibits and exhibit research.
- Participates in public programs.
- Curates small exhibits or sections of exhibits.
- Develops and leads behind-the-scenes public programs.
- Liases with the public and Glenbow registrar on photo orders.

Administrative:

- Identifies, plans and implements ideas for storage and documentation improvements for Indigenous Studies artifacts and collections areas.
- Develops budgets, and completes grant applications.
- Participates in the selection of volunteers, grant and term staff, and provides training and ongoing co-ordination and supervision.
- Locates, orders or acquires materials necessary to complete work with collections.
- Performs other duties as assigned.

Qualifications

- B.A. or applicable diploma in Anthropology or Native Studies or related discipline.
- 2-3 years related museum collections experience.
- Two years experience working with data base systems for museums.
- Demonstrated experience and knowledge of First Nations issues.
- Inventory control experience, including barcoding.
- Firearms Acquisition Certificate.

The specific technical skills required by this job include:

Technical Skill

Description
Collections Management System - Intermediate
Microsoft Office Suite - Intermediate
MS Internet Explorer - Intermediate
Research - Intermediate

Key Competencies

- Customer Focus - taking the initiative in understanding the needs of others (internal and external "customers") and acting to do something helpful.
- Volume - handling a large amount of work efficiently and effectively.
- Accuracy - ensuring that work accomplished is accurate.
- Time Management - effectively adapting to tight deadlines, heavy workloads, and sudden or frequent changes in priority in order to accomplish objectives.
- Initiative - demonstrating self-motivation; effective performance is driven from within rather than being conditional on pressure from external factors (e.g. supervisors, peers, subordinates, deadlines, crises, etc.).