

Job Description: OPSEU

Position Title:	Assistant Museum Registrar
Benchmark:	N/A
Job Family:	Academic Facilitation
Grade:	10
Position Number:	20004369
Department:	The Image Centre
Supervisor's Title:	Collections Curator and Research Centre Manager
Effective Date:	October 1, 2022

Job summary

Collaborates closely with the Image Centre's Registrar and Collections Officer on collections and new acquisitions. Assists with the care and maintenance of the Image Centre's permanent collection material and records, and coordinates the movement of works for collections and exhibition purposes.

Job responsibilities

This section captures the primary responsibilities of the job. Additional responsibilities and back-up support of a comparable nature may be assigned.

1. Supports the care and maintenance of the Image Centre's permanent collection and new acquisitions.
 - i. Assists with cataloguing, arranging, describing, and housing existing and recently acquired collection material.
 - ii. Assists with making recommendations regarding safe storage, handling, display, and conservation of collection objects.
 - iii. Assists with drafting of documents for applications to the Canadian Cultural Property Export and Review Board in support of new acquisitions.
 - iv. Assists with coordinating and facilitating access for appraisers determining valuations for gifts to the collection.
2. Assists with records management and correspondence in support of collections and exhibitions activities.
 - i. Assists with the drafting of registration paperwork, and communicating same to internal and external parties (i.e. loan agreements, donation agreements, purchase agreements, entry/dispatch receipts, conservation records, pest

- management records, facility reports, and insurance certificates and updates to insurance policy for loaned works).
 - ii. Assists with the completion of condition reports, rights/licensing maintenance, storage maintenance and coordination, and database entry for collection materials and loaned materials.
 - iii. Assists with the arrangement of shipping and intake of collection objects and loaned works.
3. Supports the operations of the Image Centre's research centre and gallery facilities.
- i. Assists with HVAC maintenance contract and technical coordination and monitoring.
 - ii. Assists with maintenance and technical support for the collections database.
 - iii. Assists with research requests in the Peter Higdon Research Centre as necessary.
 - iv. Participates in regular staff meetings to report on project status.

Job qualifications

Minimum level of education and specialty/discipline [required](#)

- A post-secondary degree in Museum Studies or a related program is required.

Minimum number of years and type/area of experience [required](#) given minimum education requirement

- Minimum two years' experience working in a museum, archive, or library setting is required.
- Experience handling and cataloguing photographs, image-based media, or working in a cultural institution or archive setting handling works on paper.
- Experience with standard registration practices including processing collection material, general collections management practices, record keeping, shipping, and insurance logistics.

Required skills and demonstrated knowledge

- Basic knowledge of proper handling, housing, and storage of modern and historical photographic works.
- An understanding of, and ability to apply, standards of archiving, cataloguing, and collections care.
- Familiarity with collections database programs.
- Comprehensive computer skills including familiarity with various operating platforms (i.e. MAC and PC) and programs such as Adobe Suite and Microsoft Office.
- Excellent communication and organizational skills.
- The ability to work both independently and within a team setting.
- A focused, detail-oriented approach to assigned work.

Required certifications, designation or licenses to complete the key responsibilities of the position

- N/A

Working environment

- Works in a research facility, collections storage, gallery setting, as well as in an office environment.