



## Job Description

<b>Job title</b>	<i>Collections Assistant</i>
<b>Reports to</b>	<i>Collections Registrar</i>

### Job purpose

Within the Museum program, the Collections Assistant assumes responsibility for assisting with the accessioning, cataloguing, photography, labelling, and inventory of artifacts in the collections of the Woodland Cultural Centre. The Assistant will work in conjunction with the Collections Registrar in ensuring the care and handling of the artifact, art, and archives collection; and will also be called upon to work as needed in areas such as exhibition display, museum housekeeping, and other Collections needs.

### Duties and responsibilities

The Collections Assistant is responsible for assisting with the responsibilities of Collections Management. The Collections Assistant will undertake the following activities:

**Accessioning** – assigning chronological numbers to each incoming artifact according to the system already in place; and recording basic data on the artifacts

**Labelling** – using appropriate materials and techniques to apply the accession number to the artifact according to museum professional standards

**Cataloguing** – using appropriate museum terminology to complete condition reports on all incoming artifacts; including photographs of the objects; learn and use appropriate cultural terminology/language for items in preference to the academic nomenclature; involves researching provenance and history

**Organizing** – the professional care, handling, and storage of collections items while maintaining accurate and detailed location information

**Sacred and Sensitive** – organizing collections that may be of a sensitive nature and require cultural interventions; arrange for the appropriate traditionalist to conduct ceremonies, etc.

**Inventory** – annual accounting of the locations and conditions of the items accessioned to the Collections

**Loans** – assist with condition reporting, packaging, and handling of both in-coming and out-going loans

**Clerical** – entering accessions into the PastPerfect database; contribute as required to the Centre newsletter/social media; environmental monitoring records; attend and contribute to various staff and committee meetings

**Professional Development** – as opportunities arrive and are deemed appropriate for the Collections Management field

### Qualifications

- Must be highly organized and detail-oriented with an educational background in the field of collections management, museum studies, cultural studies, and/or history
- Have, or be in the process of acquiring, a Certificate of Museum Studies from the Ontario Museums Association or equivalent
- Working knowledge of agents of deterioration with Collections Management and the professional equipment used to combat these agents
- Knowledge of Haudenosaunee culture essential
- Knowledge and familiarity with Haudenosaunee Communities and people

### **Working conditions**

The Collections Assistant's regular hours are from 9-4:30, Monday to Friday. Certain Collections Management activities and/or special events may require travel and work outside of regular hours.

### **Physical requirements**

The Collections Assistant position involves moderate lifting, climbing, and movement necessary for the care of the collections. The job requires equal times of physicality and desk work.

### **Direct reports**

Collections Registrar

---

<b>Approved by:</b>	<i>Janis Monture, Executive Director</i>
<b>Date approved:</b>	<i>March 22, 2022</i>
<b>Reviewed:</b>	