

JOIN OUR TEAM!



THE ROLE

Collections Technician

This is a **temporary full-time** grant dependent role at the County. The hourly compensation for this role is **\$18.205**.

THE OPPORTUNITY

Calling all recent or soon-to-be graduates! We are seeking a detail-orientated Collections Technician to help with projects connected to artifact and archival collections

You will update or create new, accurate and detailed catalogue records and condition reports. Furthermore, the incumbent will integrate digital imagery and update collections records, which will enable staff and volunteers to efficiently view and search through substantial records.

If you are interested, apply today to become an essential part of the Haldimand County Team!

THE PERKS

- Lieu of Vacation
- Defined Benefit Pension
- Employee Recognition
- Wellness Programs
- Safe & Friendly Work Culture
- Emotional & Teambuilding Supports
- Career Growth
- Networking Opportunities



- Community College Diploma relative to the area of responsibility.



- Some current related experience, including volunteer or post-graduate studies.



- Interpersonal Communication
- Self- Direction
- Technology Use

THE COUNTY

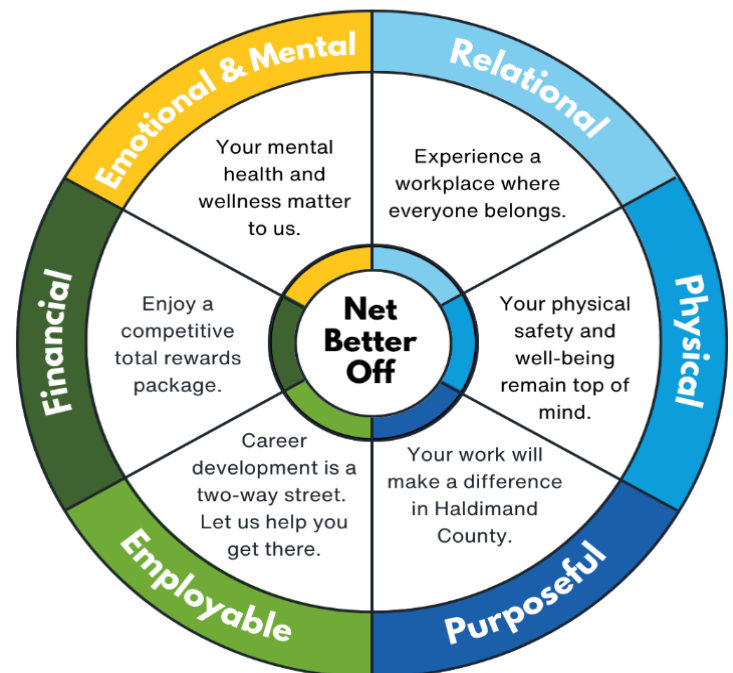
Haldimand County is committed to providing valuable work experience for students - without having to leave your community. Student positions are designed to provide leadership opportunities with future room for growth. With a focus on excellence, our County stands as an outstanding place to work and live. By joining our dynamic team, you open the door to a rewarding experience where we prioritize the skills to help you grow.

At Haldimand County, we believe in the Net Better Off philosophy. This means we're passionate about helping our staff thrive and advance in an inclusive workplace.

THE NEXT STEPS

If this sounds like you, please submit your application online at www.haldimandcounty.ca/careers.

This posting closes on **March 31, 2024 at 4:30 p.m.** Visit our Careers page for more opportunities.



JOB DESCRIPTION

Collections Technician, Community & Development Partnerships

<p>POSTING PERIOD: December 15, 2023 – March 31, 2024</p>	<p>Employer Group: Non - Union</p> <p>Reporting To:</p> <ul style="list-style-type: none"> Supervisor, Heritage & Culture
<p>Grade: Student 2</p> <p>Wage Per Hour: \$18.205/ hour (October 2023)</p> <p>**Position is grant dependent**</p>	<p>Position Status: Temporary Full-Time</p> <p>Hours Worked Per Week: 35</p> <p>Locations:</p> <ul style="list-style-type: none"> Edinburgh Square Heritage & Cultural Centre, Caledonia Wilson MacDonald Memorial School Museum, Selkirk

CORE COMPETENCIES:

Interpersonal Communication | Self- Direction | Technology Use

POSITION SUMMARY:

The Collections Technician's primary responsibility is to provide support for ongoing collections management projects related to the artifact and archival collections. The role involves updating or creating new, accurate and detailed catalogue records and condition reports, with a subsequent task of uploading this information into the PastPerfect database. Furthermore, the incumbent will integrate digital imagery and update collections records, which will enable staff and volunteers to efficiently view and search through substantial records. (This role includes the composition of metadata and the digitizing of artifacts and archival documents that will create new or enhanced existing web-based educational and/or special interest programming with the addition of complementary components discovered during the inventory process.

QUALIFICATIONS, KNOWLEDGE & SKILLS

Education

- Community College Diploma relative to the area of responsibility.
- Special consideration will be given to applicants with the following:
 - Enrolled in a post-secondary program with an emphasis on Museum or Archival Management, Library and Information Studies, Communications, History or Fine Arts.

Experience

- Some prior experience, including volunteer or post-graduate studies.
- Special consideration will be given to applicants with the following:
 - Prior experience working in a Museum or Library setting is an asset.

Knowledge/Skills

- Highly-organized and goal-oriented, the Collections Technician will be involved in all aspects of the collections work from planning to completion.
- Experience and/or knowledge of Museum Standards and proper care and handling of artifacts will be gained during the placement. The Collections Technician may be asked to assist patrons with tours of the

facility/facilities, research queries or program participation.

- Excellent verbal and written communication skills with the ability to give, obtain, seek clarification and/or exchange routine information.
- Demonstrated initiative and ability to make decisions involving routine tasks within established procedures.
- Demonstrated ability to exercise significant discretion and sensitivity involving occasional work with confidential information.
- Organizational skills, with considerable attention to detail to avoid errors, and ability to meet deadlines.
- Technology Aptitude:
 - Demonstrated intermediate computer skills to utilize various technological devices and programs while adhering to cybersecurity and best practices.
 - Intermediate knowledge of MS Office (Word, Excel, Outlook, PowerPoint).

RESPONSIBILITIES

The incumbent is expected to but not limited to:

People

- Consult and communicate with team members to achieve project goals in an inclusive and engaging manner.

Functional

- Cataloguing & Records Management:
 - Review current collections records information and, following best practices, assist with an inventory of existing objects and/or archival material; integrate digital images with data records.
 - Document/catalogue artifact/archival material utilizing Nomenclature for Museum Cataloguing 4.0; update inventory records, prepare condition reports, assign location, apply accession number(s) as required according to accepted practice.
 - Analyse and compare existing collection records with information from inventory.
 - Ensure that detailed collections records and other related documentation are maintained in PastPerfect and that documentation is readily retrievable. Ensure that electronic databases are maintained with current data.
- Data Collection
 - Attend collections management training facilitated by the Curator (e.g. catalogue and condition reporting, handling artifacts, appropriate storage, etc.); review other written and online resources related to collections storage, best practices and preferred methods.
 - Review Haldimand Museums' collections management and archival policies, provincial standards, copyright, Freedom of Information Guidelines, CCI (Canadian Conservation Institute) Notes and other relevant documents/publications related to PastPerfect and Microsoft Access databases.
 - Assist with the collections organization through the integration of digital images with existing collections and curatorial data for viewing and/or searching by staff and volunteers.
 - Update collections database (PastPerfect) to reflect changes noted through inventory; cross reference inventory records with existing digitized images; digitize (photograph/scan) items as required and determined by physical condition.
 - Propose and develop improvements to collection management strategies, plans, policies, procedures and agreements that support successful achievement of the Heritage & Culture Unit's goals and objectives.

Demonstrate commitment to the Haldimand County code of conduct.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the job.

POSITION REQUIREMENT(S):

A current (within the past 6 months) Police Check	OPP LE 220 (18+ years)
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Haldimand County envisions all County staff to possess a high degree of Ethical Behaviour & Professionalism, Political Acumen, Relationship Management, Credibility, Flexibility & Adaptability, Empathy & Compassion, Entrepreneurship and Customer Service.

Haldimand County is an equal-opportunity employer which strives for inclusivity and belonging for all. Accommodation is available at any stage of the hiring process to applicants with differing abilities. If you require accommodation at any stage of the hiring process, please contact us at hrhelpdesk@HaldimandCounty.on.ca.

Candidates for the position of Collections Technician must be registered with Young Canada Works and meet employment criteria outlined through this program. For information: young-canada-works.canada.ca

We thank you for your interest in working for Haldimand County. Only candidates selected for an interview will be contacted.