



Centre Canadien d'Architecture / Canadian Centre for Architecture

JOB DESCRIPTION

Job Identification

Job title:	Head, Collection Management
Division:	Collection
Department:	Collection Management
Supervisor:	Associate Director, Collection
Status:	3 years contract
Posting period:	December, 2018
Job entry:	January, 2019

Job Summary

The Canadian Centre for Architecture is an institution responsive to the cultural content of our time, fueling crucial conversation with the audience. The curatorial teams work consistently to develop and produce research, provocative exhibitions, critical publications and to build a collection that could enhance all the above in order to contribute globally to the current discourse on architecture.

The responsibilities of this job include the strategic thinking about and management of the physical and digital collection (prints and drawings, archives, and photography collection). This requires a holistic view with an emphasis on the preservation, movement and administration of the collection in conjunction to CCA's curatorial programs. The Head, Collection Management is responsible for the vaults management, the collection management system (TMS), for planning and decision making on incoming and outgoing loans and acquisitions as well as procedures and policies. The incumbent supervises the team assigned to loans, circulating works and collection database and collaborates closely with the Digital and Curatorial departments (Research, Programs and Publications).

Key responsibilities

Strategic and Collection Management responsibilities

- Designs strategies for collection management, including born digital material
- Strategizes optimization and increased efficiency of vault space, in collaboration with the Head of Collection Access for the library vaults and with Building Services the design and compact shelving projects
- Develops the strategic vision for the long-range planning of the Collection databases (TMS), its content and its in-house systems requirements; responsible for relevant technologies and policies/processes; enables reports, and develops strategic vision for standardization, accurate documentation and the principles and practice of resource sharing
- Is responsible for the Collection Emergency Preparedness Plan and develops, maintains and improves collection care protocols, policies and procedures in collaboration with the Head, Preservation and Conservation
- Aligns workflows and planning with other areas of the organization, such as Collection acquisitions and Programs
- Nurtures strategically relations with external partners such as donors, lenders, museums, insurance companies regarding shipping and transfer logistics
- Ensures the institutional vision and approach is consistently applied
- Represents the institution both in Montreal and elsewhere when required

Specific operational responsibilities

- Supervises loan and budget planning and management (with external partners) of the loan coordinator, as well as procedures for CCA collection and incoming loans for exhibitions, including CCA traveling exhibits



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- Negotiates with external parties regarding shipping and logistical conditions
- Being part of the curatorial teams, prepares budget and devise best planning and strategies for travelling exhibitions and incoming loans for exhibitions, in collaboration with Curator Contemporary Architecture, the loan coordinator and the administrative coordinators of programs and of publications
- Supervises accessioning of collection acquisitions and donations in collaboration with the Archivist and the Curator, Photography
- Oversees insurance and risk management of the Collection, in collaboration with the Administration department and recommends adjustments when required

Database management and maintenance

- Maintains and develops collection management databases (TMS) and system integration, in collaboration with the systems librarian, the digital and the IT department
- Manages database (TMS) for collection activity and use, in collaboration with all users, keeps abreast of new applications and ensures upgrades/migration of system
- Responsible for accuracy of new and existing records and writes policies and procedures accordingly so
- Facilitates new publication of object records online
- Supervises planning for movement of objects for research, reference, loans and reproductions
- Supervises scheduling and facilitating collection research visits in collaboration with Reference

Required qualification

- Education: Master degree in Archival Studies, Library & Information Science studies, Museum studies, cultural studies, art history, history of architecture, or a related discipline
- Number of years of relevant work experience: 5 to 7 years in a museum or collection, with management experience
- Ability to work effectively in French and English; knowledge of additional languages is an asset
- Proven capacity to work collaboratively
- Understanding of current trends collection management, vault management, collection and archival management databases and collection disaster planning
- Knowledge of Collection management database technologies, vault management software and planning software
- Knowledge of ISAD(G), RAD, DACS, and other archival descriptive standards, demonstrated familiarity with data structure standards relevant to the archival control of digital collection materials (EAD, Dublin Core, MODS, METS, PREMIS)
- Excellent analytical and communication skills required to resolve complex spatial and planning problems
- Experience in museology techniques (i.e. handling fragile and precious collection material)
- Flexibility to work in an multi-cultural international mindset environment

Please submit your application (resume and cover letter, in English or French) by email to rh@cca.qc.ca to the attention of Human Resources of Canadian Centre for Architecture, 1920 rue Baile, Montreal (Quebec) H3H 2S6. **The application deadline is January 7, 2019.** Only successful applicants will be contacted. Please do not call. The CCA is an equal opportunity employer.

For all CCA existing job opportunities, visit our [website](#).