JOB DESCRIPTION

Job identification

Job Title :	Technician, Museology
Division :	Collection
Immediate superior :	Head, Collection Management
Status :	Contractual (3 years), full time (35hrs/week)
Posting period:	12 August to 4 September 2020
Job entry :	October 2020

Job summary

The responsibilities of this job include handling of collection objects in general, including incoming and outgoing shipments, accessioning additions to the collection – archives, individual objects and digital assets –and tracking objects borrowed for exhibitions. The incumbent is responsible for moving objects internally and arranging local transportation as well as entering object and location data into the collection management system (TMS). He/she will collaborate with staff across the CCA on access to objects for internal projects and external researchers in the fulfilment of object reference requests.

Key responsibilities

Shipping and object reception
- Manages shipping and delivery arrangements for objects, particularly for local transport
- Monitors, loads and unloads new acquisition and loan deliveries
- Packs and unpacks collection objects and borrowed objects including retro-fitting crates, preparing crating lists and submissions for fabrication of crates
- Verifies condition of received objects, tracks arrival of objects in the collection management system and manages receipts
- Registers new collection acquisitions, including numbering and identifying of materials, handling objects, determining storage locations and recommends inspections
- Collaborates for identification, inventory, and retrieval of the physical computer storage media in the collection

Internal object movement and collection management
- Manages and implements the isolation and movement of objects from the collection internally for exhibitions, loans, research and processing projects
- Verifies and updates object locations of collection materials in the collection management system
- Takes object identification photographs and adds them to the collection management system
- Collaborates with staff and external researchers to locate requested collection materials to fulfill research and reference requests
- Collaborates with archivists to facilitate the integration and processing of new additions to the archives
- Collaborates with Conservation/Preservation staff to fabricate object housings for storage and transport
- Monitors the inventory of packing crates, material and equipment, the inventory of preservation materials for the collection as well as facilitating the physical maintenance of collection storage spaces
- Assists with installation and de-installation of exhibitions, preparing inventories of materials for travelling exhibition

Required qualifications

- Education: DEC in museology or equivalent
- Number of years of relevant work experience: 2 to 5 years
- Ability to work effectively in French and English
- Dexterity and ability to work with delicate objects
- Attention to detail
- Physical strength
- Experience in moving museum collections
- Ability to use a forklift and a pallet jack, an asset
- Knowledge of The Museum System (TMS) collection management system, an asset
- Flexible schedule; the incumbent may occasionally be asked to work late or on weekends in the event of a delivery, pickup or presentation of objects in the collection must take place outside of business hours

Please submit your application (resume, cover letter) by email to rh@cca.qc.ca to the attention of Human Resources of Canadian Centre for Architecture, 1920, rue Baile, Montreal (Qc) H3H 2S6. **The application deadline is 4 September 2020**. Only successful applicants will be contacted. Please do not call.

The CCA is an equal opportunity employer and encourages diversity. The CCA invites anyone having the qualifications listed in the job posting to apply.

For all CCA existing job opportunities, visit our website.