



JOB DESCRIPTION

Job identification

Job Title :	Technician, Museology
Division :	Collection
Immediate superior :	Head, Collection Management
Status :	Temporary, 12 months, full time (35hrs/week)
Posting period:	27 July to 8 August 2021
Job entry :	September 2021

Job summary

The responsibilities of this job include the internal circulation of works and the entry of object and location data into the collection management system (TMS) for the archival data migration project. The position is specifically dedicated to the inventory of the archival collection as part of the archival data migration project. The goal is to standardize the numbering of containers and update their locations, which involves working closely with the archives team. If time permits, the position will assist with the circulation of works for other curatorial or research projects at the CCA.

Key responsibilities

- Performs inventory counts for each archive in the collections management system (TMS) and identify corrections to be made
- Standardizes box and folder numbers in the collection management system
- Physically identifies missing boxes and folders in the inventory and update the corresponding records in the collection management system
- Validates permanent storage locations and make necessary corrections in the collection management system
- Maintains and updates inventory tracking documents
- Collaborates with the archivists to facilitate the processing of each archive
- Collaborates with the Collection Management team to improve the storage of archival holdings when necessary

Required qualifications

- Education: DEC in museology or equivalent
- Number of years of relevant work experience: 1 to 3 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

Please submit your application (resume and cover letter, in English or French) by email to rh@cca.qc.ca to the attention of People and Culture division of Canadian Centre for Architecture, 1920 rue Baile, Montreal (Quebec) H3H 2S6. **The application deadline is 8 August 2021.** Only successful applicants will be contacted. Please do not call.



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

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