JOB POSTING

Collections Administration Coordinator

The London & Middlesex Heritage Museum – Fanshawe Pioneer Village is currently seeking a Collections Administration Coordinator. Under the direction of the Executive Director, and in compliance with ethical museum practice, Village operating policies and procedures, and applicable municipal, provincial and federal legislation, the Collections Coordinator will be responsible for the care, maintenance and presentation of Village artifacts on-site and in the community.

Hours/Days of Work: 37.5 hours per week. Generally 9am to 5pm Monday to Friday; weekend and evening work occasionally required.

Term: Full-time, permanent

Salary: $19.54 - $22.86 per hour (Grade 5), and Group Benefit Package

Duties and Responsibilities:

1. Administration
   • Undertakes the hiring, training, scheduling and supervision of all curatorial grant staff, student interns and volunteers
   • Prepares and submits quarterly and annual reports on collections/curatorial department activities and projects
   • Provides visitor orientation services when scheduled to work from the admissions Tollgate location
   • Prepares charitable donation receipts
   • Compiles monthly sales reports, assists with administration of payables, internal bookkeeping and preparing bank deposits
   • Other duties as assigned

2. Care of Collection
   • Develops and implements schedules and procedures for the care of the collection including: routine monitoring and inspection of all storage areas (including production of data logger reports); on-going maintenance/rehabilitation of storage areas; completion of artifact condition reports; and, planning for emergency collections recovery scenarios
   • Develops and implements artifact care and handling training for staff and volunteers
   • Monitors and supervises staff and volunteer access to, and use of the collection
   • Develops treatment plans and administers preventive conservation for artifacts
   • Coordinates and acquires materials and supplies required for care of collections functions

3. Collections Management:
   • Plans, organizes, and undertakes the management and development of the collection including completing all registration, cataloguing and storage for permanent collection artifacts and the maintenance of up to date collections records and PastPerfect database
   • Administers incoming and outgoing loans of objects
   • Manages object acquisition and deaccession processes in compliance with Village policies
and procedures, including coordination/completion of associated paperwork, and, management of external relationships related to the aforementioned functions:

- Manages the FPV reference library and corporate archives
- Coordinates and registers objects for the hands-on educational collection
- Coordinates and acquires materials and supplies required for collections management functions

4. Curatorial, Displays & Exhibition:

- Plans, organizes and undertakes the seasonal opening and closing of Village buildings
- Implements and monitors a cleaning schedule for site building displays
- Ongoing monitoring of Village building displays and coordination of maintenance needs with the Maintenance Coordinator
- Undertakes research of site artifacts, buildings, interpretive themes, approved exhibit themes and collections-based public programming and produces associated report, program or product
- Undertakes research in response to external queries regarding Village artifact collections and buildings, including fielding filming and photography requests
- Provides curatorial support as required for on-site public programming initiatives and develops/delivers collections-based outreach programming as scheduled
- Plans, organizes, and implements, artifact rotations and upgrades for all seasonal site displays
- Research, develops and installs exhibitions in the Trillium Community Gallery in accordance with strategic initiatives

5. Cross-Departmental Responsibilities

- Plans and coordinates content for quarterly newsletter and acts as chief editor
- Coordinates newsletter distribution and donor mailings as needed
- Maintains donor records in the PastPerfect database
- Assists with select special events as mutually agreed on with the Executive Director

Qualifications:

- Academic degree in history, museum, or library & archive studies or related field
- Minimum 3 years of experience in a collections management role within a museum setting
- Ontario Museum Association Certificate in Museum Studies or relevant experience working in a living history museum environment
- Supervisory experience
- Excellent organizational and time management skills
- High overall level of computer literacy and prior experience with collections management and digital imaging software
- Direct experience with PastPerfect museum software an asset
- Experience with collections-based public programming an asset
- General understanding of bookkeeping practices and office administration in a non-profit environment
- Able to problem solve and work with a minimum of supervision
- Able to work in a team environment, and work effectively with volunteers
- Excellent communication, writing and research skills
- Valid driver's license and own transportation - no public transportation is available.
- Successful candidates must provide a Criminal Record check and Vulnerable Sector Screening
- Valid First-Aid and CPR certificate
PLEASE NOTE:
Physical requirements of the position include: the ability to lift and carry 20-30lbs, ability to walk and navigate gravel paths and uneven surfaces, ability to work in an environment with air pollutants (pollens, dust, wood smoke), ability to tolerate exposure to pests/nuisance wildlife, and inclement weather. This position may occasionally require wearing a period costume (provided).

Accommodation will be provided in all parts of the hiring process as required under the Accessibility for Ontarians with Disabilities Act (AODA), Integrated Accessibility Standards. Applicants need to make their needs known in advance.

The London & Middlesex Heritage Museum – Fanshawe Pioneer Village is an equal opportunity employer and considers all qualified applicants for employment.

Fanshawe Pioneer Village has put in place a COVID-19 safety plan, which will be utilized in scheduling interviews.

How to Apply: Interested candidates are requested to submit a resume including a cover letter by mail or e-mail to the address below;

Dawn Miskelly, Executive Director
Fanshawe Pioneer Village
2609 Fanshawe Park Road East
London, ON N5X 4A1

E-mail: director@fanshawepioneervillage.ca

Deadline to Apply: 5pm – Monday, December 13th, 2021

Fanshawe Pioneer Village thanks all those who apply, but only those applicants selected for an interview will be contacted.