

**Job Title:** Collections Officer  
**Reports to:** Collections Supervisor  
**Hours of work:** 35 hours weekly

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**Job Summary:** Reporting to the Collections Supervisor, the Collections Officer is responsible for overseeing all aspects of collections management for Fort Calgary.

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## ABOUT FORT CALGARY

Join the visionary team at Fort Calgary at an exciting inflection point in the organization's trajectory. Together, the Board of Directors and staff at Fort Calgary are forging the path to redefine what it means to be a museum and cultural space in today's world. Our focus is authenticity and relevance, through innovative methods of storytelling, collaborating and sharing. This includes future plans for a new space for the community to gather and learn.

Fort Calgary is located at the confluence of the Bow and Elbow Rivers, a site which has been a historical and cultural gathering place from the first Indigenous people thousands of years ago to the arrival of the North-West Mounted Police in 1875. From its origins as Mohkînsstsis (Blackfoot), Wîchîspa (Nakoda), and Guts'ists'i (Tsuut'ina), to its more recent history as a national, provincial and municipal historic site, Fort Calgary has a complex story to tell.

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## RESPONSIBILITIES

- Ensure all aspects of the physical/records management of all artifacts and belongings within the museum are handled according to legal requirements and up to professional standards. This includes: up-to-date record keeping, appropriate standards of storage, security and risk management, and taking preventive conservation action.
- Work with the Collections Supervisor to develop a work plan with goals, end goals and associated tasks. Practice collections management and research according to the Alberta Museums Association Standard Practices Handbook.
- Work with the Collections Supervisor to determine the best way to lead the deaccessioning process in preparation for Fort Calgary's New Museum Project.
- Evaluate current practices, stay current with professional standards, and develop new practices in collections management and care. Ensure long-range sustainability of the collection and make use of changing technology. Addresses legal issues of collections, and endeavours to meet the needs of a diverse audience.
- Respect cultural origins and the cultural integrity of objects and their uses.
- Manage all incoming loans of artifacts or archival material ensuring accurate and up-to-date record keeping, and documentation maintenance.
- Co-ordinate archival acquisitions, complete necessary documentation, evaluate records for retention, and maintains contact with donors.
- When required, arrange for monetary appraisals of the collections for either tax or insurance purposes.
- Retrieve and prepare artifacts and artifact information, conduct artifact related research in consultation with leadership, and provide input to staff regarding collection elements for exhibits, programs and other museum needs (including special events).

- Manage loans of travelling exhibitions and artifacts/material; arranging packing, shipping, storage and insurance, customs, etc. as required and keeps related records.
- Prepare and monitor the primary exhibitions, installation budgets and expenses.
- Train and supervise volunteers and temporary staff, when applicable.

## CRITICAL KNOWLEDGE

- A strong understanding of Indigenous relations in this region and Treaty 7; additionally, familiarity with the Truth and Reconciliation Commission and the relevant Calls to Action for Museums is a significant asset. This knowledge can be through lived or worked experience, or education (or both).

## SKILLS & EXPERIENCE

- General knowledge, interest in or passion for the history of Calgary and Canada.
- Experience working with cultural institutions, specifically museums and interpretive centres.
- Exceptional written and verbal communications skills.
- Experience with PastPerfect and/or other collections/inventory databases.
- Exceptional research and collection management skills.
- Ability to work well with others, be self-motivated and maintain an expected level of professionalism.

## EDUCATION

- Degree in a discipline appropriate to museum work, such as museum management, curatorial, collections management, archival studies and conservation.
- A combinator of related and training and experience may be considered.
- A minimum of three years museum related experience.

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## HOW TO APPLY

Fort Calgary offers a superior benefits and vacation package, flexible work schedules, competitive salary, free on-site parking, and an outstanding work environment.

We thank all candidates for their interest, however only those selected for an interview will be contacted. Applications will be accepted until **November 22, 2019**.

Interested candidates are invited to submit a detailed resume and cover letter to:

**Christina Metters**  
**Human Resources Administrator**  
**hr@fortcalgary.com**

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