

Reporting to the Executive Director/Senior Curator, the Collections Officer is responsible for overseeing all aspects of collections management for the Canmore Museum and the Canmore NWMP Barracks Provincial Historic Site.

## **RESPONSIBILITIES**

Management of the Artifact collections – 65 to 70%

Management of the Archives collections - 20%

Administration – 10 to 15%

- 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 Executive Director 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 Executive Director to determine the best way to lead the deaccessioning process in preparation for Canmore Museum Re-Imagined 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,
- 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.
- Work involved requires some lifting (up to 30 pounds) and may sometimes be in dusty or dirty environments.

The Collections Officer is one of four positions which form the Core Team who oversee the functions of museum practice and operations at the Canmore Museum. As such, this position assists in the development and monitoring of multi-year strategic plans, annual business plans and budgets in collaboration with the Core Team. The Collections Officer also works collaboratively with members of the Core Team to develop multi-year exhibition and programming plans.

## CRITICAL KNOWLEDGE

- General knowledge, interest in or passion for the history of Canmore and Canada.
- An 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 an asset. This knowledge can be through lived or worked experience, or education (or both).

## SKILLS & EXPERIENCE

- 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.
- Proficiency in working with Microsoft Office and Google Workspace.

## 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

Join the team at the Canmore Museum at an exciting point in the organization's trajectory. Together, the Board of Directors and staff at the Canmore Museum 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 planning for a new space for the community to gather and learn.

The Canmore Museum offers a benefits and vacation package, flexible work schedules, competitive salary, and a collaborative work environment.

We thank all candidates for their interest, however only those selected for an interview will be contacted. Applications will be accepted until the position is filled.

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

**Ron Ulrich, Executive Director | [hr@canmoremuseum.com](mailto:hr@canmoremuseum.com)**