

Curatorial Assistant

DEFINITION

This is specialized, technical work performing curatorial, conservation and restoration duties in accordance with established departmental and museum standards.

Work of this class involves the acquisition, documentation, maintenance, use and disposition of various artefacts. Additionally, it includes the restoration and conservation of artefacts composed of a variety of materials, the maintenance of an inventory and storage system and the design, development and assessment of displays.

Assignments are given in the form of oral instructions and employees work under general supervision with considerable latitude to determine specific work methods and techniques.

TYPICAL DUTIES*

Searches for and acquires artefacts from donors and antique dealers; generates tax receipts as required.

Conducts registration of artefacts, including the preparation of legal documents and appraisals and assigning accession numbers.

Conducts cataloguing of artefacts, including documentation, research identification, photographing and computer input.

Selects and prepares artefacts for loans; prepares condition reports and value appraisals; determines loan eligibility.

Recommends artefacts no longer required, disposes of them and makes adjustments to inventory files.

Restores and conserves material culture composed of wood, metal, textiles, leather, glass, ceramics, paper, bone, stone, photographs and art works.

Maintains, repairs and restores artefacts, including refinishing furniture, repairing damages or fabricating replacement parts, cleaning, patching, leather upholstery work, rust removal, textile cleaning and repair, etc.

Conserves artefacts including temperatures and humidity control, inspection for insects, rust damage, painting repairs, bronze disease, paper conservation, etc.

Develops and maintains artefacts maintenance programs for artefacts on display.

Develops, upgrades and maintains displays by researching, selecting and laying out of displays.

Trains interpretative staff in the care and handling of artefacts.

Answers public inquiries regarding the artefact centre; interviews donors for information.

Develops project action plans for approval.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of collection management procedures.

Knowledge of restoration and conservation techniques applicable to artefacts.

Knowledge of the application of cleaning solutions and finishes.

Knowledge of photography techniques.

Knowledge of basic museum management and inventory systems.

Ability to design, sketch and prepare display layouts.

Ability to handle heavy items.

Skill in effective written communication.

Skill in dealing courteously and tactfully with the public.

Skill in woodworking and the use of carpentry and mechanical hand and power tools.

TRAINING AND EXPERIENCE REQUIREMENTS**Job Level**

University graduation in Social Sciences with major coursework in History or a related discipline; demonstrated skill/expertise in woodworking, textiles, ceramics, leather and metal work; knowledge of the chemistry of cleaning solutions and finishes plus the ability to sketch, design layouts and perform photography; and one year experience in a museum setting.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	0046			

Last Updated:

Previous Updates:

Originated: 1990/01