

1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position	Financial Code	
08-15089	Curator, Heritage Collections	Manager, Heritage Collections (08-14623)	08504-01-2-600-0850000-01-????	
Department		Division/Region	Community	Location
Culture & Heritage		Heritage (08-08500-01)	Gatineau, QC	Gatineau, QC

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.

The Curator, Heritage Collections is responsible for the management of the Government of Nunavut's Collections Program at the Canadian Museums of Nature Collections and Research Facility in Gatineau, QC. The position acts in accordance with established museum practices, regulations, agreements and policies to ensure that the GN collection is documented and is responsible for the safekeeping and accessibility of the collection to the public.

3. SCOPE

Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?

The Heritage division is responsible for the conservation, protection, promotion and enhancement of the cultural richness of Nunavut. The Canadian Museum of Nature serves as the designated repository for Nunavut palaeontology, archaeology and ethnological collections. The GN leases space from the CMN Research and Collections facility which consists of 2,174 square feet of environmentally controlled space in which humidity and temperature are continually monitored, and 2,874 square feet of general storage and office space. The collection consists of approximately 200,000 items and artifacts.

Activities undertaken in the division support and sustain the culture and heritage of Nunavut. Through innovative and collaborative education, training and exhibit programs, the transfer of Nunavut's museum and archives collections to the CMN presents an opportunity to provide greater public accessibility to the collections for research purposes, and opportunities to promote broader awareness and appreciation of Inuit culture and heritage.

This position is temporarily located in Gatineau, Quebec until such time that Nunavut builds a Heritage Centre to store the GN collection. When a Nunavut based heritage facility is built, the position will be recalled back to Nunavut and located within the new facility. The Curator, Heritage Collections reports to the Manager, Heritage Collections.

The position ensures that all aspects of the physical and records management of the artifacts and other collections are handled according to legal requirements and are up to professional standards. This includes accurate and up to date record keeping, appropriate standards of storage, security and risk management and taking preventive conservation action. The position provides information, services and advice on the GN collection to external stakeholders including the public, researchers, museums, donors, lenders, community heritage organizations and various levels of government. The position will lead both the Curatorial and the Education Programs. The position also assists with the development and design of permanent, temporary, on-line and traveling exhibits.

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers *why* the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.

Under the direction of the Manager, Heritage Collections, oversees the care of the collection and all items on loan:

- ◆ Develops policies and procedures for the care of the collection and ensures they are reviewed as necessary;
- ◆ Conducts regular inventories of the collection and ensures that all items are readily locatable;
- ◆ Develops condition reports for the collection and loans and prepares damage reports when required;
- ◆ Conducts environmental and security checks of the collection;
- ◆ Ensures that the collection is securely stored and are protected according to the museum best practices;
- ◆ Provides recommendations on the suitability of loans to other museums, organizations and researchers;
- ◆ Initiates and implements projects related to the collection regarding inventory and storage;
- ◆ Researches museum methods and remains up to date on best practices; and
- ◆ Provides recommendations on facility development and operational plans.

Develops and delivers the exhibits program:

- ◆ Establishes the schedule for exhibits both permanent, temporary, traveling and on-line;
- ◆ Expands the collection by identifying and acquiring objects that are significant and represent the cultural and natural heritage of Nunavut;
- ◆ Constructs exhibits through staging, painting, props, objects, lighting and mounts;
- ◆ Develops a program for travelling exhibits throughout Nunavut that showcase local history, art, culture and artifacts;
- ◆ Promotes the exhibits through the production of communication materials both in paper and online;
- ◆ Collaborates with local community resources on the location and suitability for temporary, permanent or travelling exhibits; and
- ◆ Develops hands on learning activities for temporary and/or travelling exhibit.

Development and maintenance of database:

- ◆ Assists with the development and set up of a collections database;
- ◆ Populates the collection catalogue in accordance to museum standards;
- ◆ Develops cataloguing policies and guidelines;
- ◆ Ensures regular cataloguing system updates;
- ◆ Establishes inventory schedules for categories of collections, implements inventory actions;
- ◆ Provides regular updates to the Manager on database and inventory results and needs; and
- ◆ Initiates and implements projects relating to data base and imaging of the collection.

Provide information on the GNs collections and delivers the education program:

- ◆ Responds to public and internal requests for information about the artifacts in the collection;
- ◆ Provide and coordinate access to view parts of the collection as necessary;
- ◆ Prepares items to be exhibited;
- ◆ Works in collaboration with the Archaeology section to make recommendations on the repository for collections; and
- ◆ Works with community and heritage organization on collections projects and repatriation projects.

Develops and maintains the collection to ensure that it represents Inuit culture and heritage:

- ◆ Assess any new artifacts to determine their significance, suitability and contribution to the collections;
- ◆ Verifies authenticity of artifacts for donation and ensures information is accurate, objects were legally acquired, and that title of ownership is transferred to the GN;
- ◆ Provides recommendations to the Manager on collection acquisition priorities and suitability;
- ◆ Assists with preparing collections for visiting officials, researchers and groups; and
- ◆ Assists Nunavut community heritage centres and museums with museum practices, training and facility development.

5. KNOWLEDGE, SKILLS AND ABILITIES**Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.**

Knowledge identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviors and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

These requirements are in reference to the *job*, not the incumbent performing the job.

Contextual Knowledge:

- ◆ Comprehensive knowledge of best practices in conservation, safe handling, and storage of collection items;
- ◆ Comprehensive knowledge of museum theory, standards, practices and procedures;
- ◆ Demonstrated understanding of the principals of cataloguing;
- ◆ Proven experience in the recording and tracking of items;
- ◆ Knowledge and experience of computer programmes for conservation management;
- ◆ Knowledge of Inuit, Nunavut history, culture and heritage; and
- ◆ Knowledge of territorial, federal and international legislation, regulations and polices related to heritage resources.

Skills & Abilities:

- ◆ Excellent spatial awareness for creating exhibits and interior design skills;
- ◆ Exceptional organization, communication and customer service skills;
- ◆ Excellent research and writing skills ;
- ◆ Ability to utilize information management software, word processing, graphics and social media;
- ◆ Experience delivering educational programming and tours;
- ◆ Experience working in cross-cultural environments; and
- ◆ Experience in project management;

These skills and knowledge are normally acquired through:

- ◆ A Degree in museum studies, curation, or museum collection management, plus 3 years' experience in curation and working with collections in a museum environment, with at least 1 year of experience working with Inuit collections.
- ◆ An acceptable combination of education and related work experience may be considered.

Assets:

- ◆ A Master's Degree in museum studies is considered a strong asset.
- ◆ The ability to speak Inuktitut and/or Inuinnaqtun is considered a strong asset.
- ◆ The ability to speak French is considered an asset.

This position is considered a position of trust.

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

- ◆ Travel may be required from time to time to Nunavut communities and to locations outside of Nunavut.
- ◆ Requires working with tools in a lab or workshop.
- ◆ Requires handling of average-weight objects and/or standing and/or walking.
- ◆ Extended work hours may be necessary on occasion to complete projects, which may result in fatigue.

Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that disrupt regular work schedules and travel requirements, and conditions that increase the risk of accident, ill health, or physical discomfort.

- ◆ Position often works in an environmentally controlled space.
- ◆ Requires working with tools in a lab or workshop.
- ◆ Accommodations during required travels may lack hotel-type amenities, dietary choices, and privacy.

Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgements to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details though one or more of the incumbents' senses.

- ◆ Incumbent uses their senses in collections storage areas to detect dangers to the collection.
- ◆ Requires working with tools in a lab or workshop.
- ◆ Exposure to fluorescent lighting and computer monitors may result in eye strain.

Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

- ◆ This position requires the ability to carry out a wide range of tasks with limited human and financial resources to meet increasing needs and high expectations of service delivery.
- ◆ Tight time frames and multiple demands can be stressful.

7. CERTIFICATION

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ Supervisor Title</p> <p>_____ Supervisor Signature</p> <p>_____ Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____ Deputy Minister</p> <p>_____ Date</p> <p>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</p>	

8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.