

## Collections Assistant

REPORTS TO: Senior Curator & Manager of Collection and Conservator

POSITION TYPE: Full-Time Contract, 4 months, 35 hours per week, onsite work.

PAY: \$17.50/hr

START DATE: November 13, 2023

Founded in 1975, the Textile Museum of Canada has established itself as a vibrant cultural space promoting community engagement through our programs and exhibitions. The Textile Museum is the only national museum in Canada exclusively dedicated to the study and presentation of textiles from cultures around the world. This universality of textiles is at the heart of our work; it provides the opportunity to engage communities around us, and national and international visitors.

The Textile Museum of Canada is seeking a Collections & Conservation Assistant to help support our ongoing collections and conservation tasks through updating the online database, digital files, supporting exhibition and object rotation schedules, rehousing objects and updating storage shelves, as well as day to day collections maintenance.

PHYSICAL REQUIREMENTS/SKILLS: Must be physically capable of lifting up to 35 lbs; have experience and the ability to lift and handle art objects of various shapes and sizes.

### Outcomes:

The successful candidate will acquire valuable skills working with museum database software, Mimsy XG, as well as experience working in all aspects of a Collections Department, including (but not limited to): handling and documenting objects, helping prepare and install exhibitions, working in collection storage, and creating object enclosures and mounts for display.

### Primary Duties and Responsibilities:

- Reviewing and updating object records in the collection database and publishing them online
- Supports the acquisition process and registration of incoming donations
- Assists with the install and deinstall of exhibitions scheduled for Summer 2024, and rotation of Collection Gallery objects
- Will assist with building storage enclosures and rehousing objects in the collection using archival materials

- Assists with preventive conservation tasks including environmental readings and integrated pest management in the storage and gallery areas
- Preparing objects for loan and exhibition, including condition reporting, packaging, and mount making.
- Works to further the goals and objectives of the Museum and participate actively in the life of the institution
- Acts in a respectful, accountable, and generous manner towards staff, volunteers, and the general public
- Demonstrates a positive professional presence, inspiring and building confidence both within the Museum and outside the institution among a broad range of constituencies
- Assisting with other museum tasks as needed

Knowledge, skills:

- Excellent communication and organizational skills
- Ability to work independently and in a team
- Critical thinking, a great attention to detail, strong research and reading comprehension skills
- It is preferred that the candidate have some prior experience with museum databases

Qualifications and Experience:

- Completed or studying towards a university degree in Art History, Education, Museum Studies, History, Conservation, Visual Arts or a related discipline is highly desirable
- Enthusiastic about museums and textiles
- Must meet requirements for Young Canada Works at Building Careers in Heritage (must be between the ages of 16 and 30 at the start of the work term; a college or university graduate; and either a Canadian citizen, permanent resident, or have refugee status in Canada)

Successful applicant will be required to submit:

- Resume and cover letter
- Contact information of 2 recent work-related references
- Applicants must be able to work in Canada

This position is dependent on Young Canada Works at Building Careers in Heritage funding. Interested candidates should apply on the YCW portal. Questions about the application process can be directed to [hrsearch@textilemuseum.ca](mailto:hrsearch@textilemuseum.ca).

The Textile Museum of Canada maintains a Board of Trustees approved Anti-Racism, Access, and Equity Policy. This application is open to all candidates who meet the eligibility criteria, however in keeping with the Museum's equity goals, we will prioritize those candidates who are BIPOC and/or 2SLGBTQIAP+. Candidates are encouraged to self-identify in their cover letters.