



IDENTIFICATION

| Department | Position Title | |
|-----------------------------------|--|-------------------------|
| Education, Culture and Employment | Intern, Conservation and Collections Assistant | |
| Position Number | Community | Division/Region |
| 71-17210 | Yellowknife | Culture and Heritage/HQ |

PURPOSE OF THE POSITION

The Intern, Conservation and Collections Assistant is responsible for supporting the work of the Senior Conservator by undertaking preventive care and documentation of the museum collections held at the Prince of Wales Northern Heritage Centre in Yellowknife.

SCOPE

Located in Yellowknife at the Prince of Wales Northern Heritage Center, the Conservation and Collections Assistant reports directly to the Senior Conservator. This position performs a variety of object-related tasks in accordance with established collection management and conservation standards, guidelines, and museum best practices. The position also works closely with staff in the museum collections program, who will help with work planning.

The incumbent works in the conservation lab and museum collections storerooms all day and may work in government warehouse twice a month. Many daily tasks require meticulous attention to detail and focused concentration. The incumbent requires a high degree of manual dexterity to perform precise techniques in the treatment of artifacts and archival material.

Museum objects and associated documents may be records of trauma that represent colonial dispossession and cultural loss. This may trigger grief and anger for some people.

The Intern, Conservation and Collections Assistant supports the safekeeping and record-keeping of objects to ensure long-term preservation of the museum collection.



RESPONSIBILITIES

1. Participates in preventative care activities.

- Assists the Senior Conservator with storage and upgrade projects by developing standard storage systems for housing objects.
- Monitors environmental conditions in storage and gallery spaces Participates in exhibition preparation as it pertains to the conservation and museum programs.

2. Maintains collections management database

- Completes conservation records for acquisitions and updates old records as required including photo documentation.
- Maintains collection inventory control including tracking object location changes.
- Assists with database clean-up.

3. Participates in processing new acquisitions for the museum collection

- Assists Museum Collections staff in applying catalogue numbers on objects.
- Assists Museum Collections staff with cataloguing and photo-documenting.

4. Contributes to making the collection accessible to clients

- Upgrades object records through research and photo-documentation.
- Assists with public inquiries and storeroom tours.

WORKING CONDITIONS

Physical Demands

The job includes moving objects (up to 10lbs daily), storage boxes (up to 40lbs, once a week), and using up to 8-foot ladders once a week. Treating objects may involve stretching, standing, and moving objects once a week.

Environmental Conditions

The incumbent may be exposed to hazardous chemicals and materials such as dust, mold, or toxic materials from contact with objects. The incumbent is required to ensure proper safety measures are followed.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.



KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of collections management theory and practice.
- Knowledge of preventative conservation theory and practice.
- Object handling skills.
- Ability to focus on time-consuming and detailed physical tasks.
- Ability to use database tools.
- Verbal and written communication skills.
- Ability to work accurately with lists of numbers.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A post-secondary degree in cultural heritage conservation or museum studies, incorporating hands-on training.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)
Level required for this Designated Position is:
ORAL EXPRESSION AND COMPREHENSION
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
READING COMPREHENSION:
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
WRITING SKILLS:
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
☐ French preferred

Indigenous language: Select language

- ☐ Required ☒ Preferred