

## IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Manager, Museum Collections	
Position Number	Community	Division/Region
71-2732	Yellowknife	Culture and Heritage/HQ

## PURPOSE OF THE POSITION

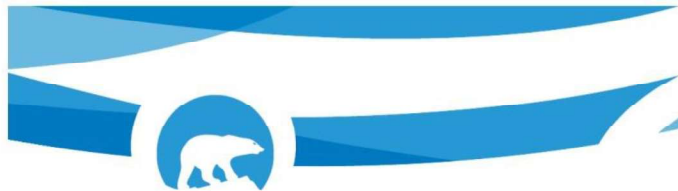
The Manager, Museum Collections is responsible for overseeing the development, research, and the overall management of the Government of the Northwest Territories (GNWT) permanent museum collection at the Prince of Wales Northern Heritage Centre. This position ensures that items representing the human and natural heritage of the Northwest Territories (NWT) are acquired, documented, preserved, and made accessible to the people of the NWT and Canada. Activities are conducted in accordance with established practices and standards of collections management to ensure the safekeeping of and accessibility to the museum collections.

## SCOPE

Located in Yellowknife at the Prince of Wales Northern Heritage Centre (PWNHC) the Manager, Museum Collections (Manager) reports to the Director, Culture and Heritage and manages the Museum Collections Program, with a budget of approximately \$50,000. This position supervises the Curator, Museums Collections Engagement, and the Museum Collections Officer positions as well as interns, volunteers and casual staff.

The NWT museum collection contains over 77,000 objects, artifacts and specimens of human history, archaeology, and natural history from all geographic regions of the NWT. While many of the objects are irreplaceable, the museum collections are valued at over \$13M.

Collections management is the body of museum theory, standards, practices, and procedures relating to the acquisition and development of collections, their documentation, care, preservation, inventory, security, access, and use. The Manager draws from national and international codes of museum ethics, along with museum theory to create procedures for growing the collection, as well as ensuring its security, preservation, access, and use in accordance with the GNWTs Heritage Services Policy.



The Manager works within settled land claims and self-government agreements, established museum standards, and territorial, national, and international statutes, regulations, agreements, and policies. These protocols relate to heritage resources, acquisition, management and importing and exporting of collections and their information such as *Cultural Property Export and Import Act*. The Manager ensures that the museum collection is managed in agreement with the Convention on International Trade in Endangered Species of Wild Fauna and Flora, the *Canadian Copyright Act*, and Revenue Canada Regulations. The PWNHC is also the legally designated repository for all archaeological material recovered in the NWT.

The Manager, Museum Collections is responsible for the overall management of the museum collection, including accessioning and de-accessioning museum objects, tracking object movements, initiating, and renewing inward and outward loans, and for the structure of the collection database. The position oversees object documentation activities, research projects, and makes decisions over the use of collections objects.

The incumbent must maintain a Firearms Business License and requires two levels of firearm permits under the *Firearms Act*. The position also requires a scientific permit for specimens under the *Migratory Birds Convention Act*.

The incumbent is required to pay attention to practices for handling fragile museum objects, and may assist staff with moving crates of objects, and retrieving objects from top drawers/shelves in storage units using a staircase/ladder.

As head of the Collections team, the Manager, Museum Collections provides information services to PWNHC staff, the general public, researchers, donors, lenders, borrowers, educational groups, other museums, Indigenous cultural organizations, and community heritage organizations.

## **RESPONSIBILITIES**

### **1. Administers the Museum Collections Program.**

- Establishes program priorities and objectives for Business Plan, Main Estimates, Strategic Plan and other planning and organizational activities. Makes strategic decisions about the future direction of the museum collections.
- Creates a yearly collections program work plan.
- Contributes to divisional work plans.
- Administers the annual budget allocation and project funds.
- Develops and applies a collection strategy that articulates a collecting plan with timeline and rationale.
- Manages the PWNHC's function as the legal repository for archaeological material collected under the Northwest Territories Archaeological Sites Regulations.



- Maintains a ranking system to identify the curatorial value, significance, or uniqueness of all museum objects to assist with decision-making on their preservation and use.
- Promotes the collection and its significance through public presentations, publications, and other activities.
- Undertakes projects and prepares agreements with land settlement agencies and NWT heritage organizations related to museum collections, museum methods, and repatriation of heritage.
- Supervises indeterminate positions and casual staff, interns, and volunteers by establishing work plans, assigning tasks, and monitoring work, and conducting annual performance appraisals.
- Addresses requirements for equipment and technological support to ensure that the collections database is functional and accessible.
- Advises internal and external stakeholders on curatorial and collections management processes.

## **2. Oversees the management of the PWNHC museum collection.**

- Responsible for physical and intellectual access to the permanent collection, which includes access to storerooms and object records.
- Manages and maintains a collections management information system to ensure that the museum collection is documented, accounted for, and accessible.
- Recommends storeroom and collections access policies in consultation with the Manager, Museum Collections.
- Responsible for the overall physical safety of museum collections.
- Works with the Senior Conservator to implement recommendations for preservation management of the collection, including storage and treatments, and to manage risks.
- Ensures that new information about collections and objects gained through research activities are recorded in collections files.
- Initiates, implements, and supervises de-accessioning of objects from the museum collection.
- Contributes to emergency planning and response and plays a key role in setting priorities for recovery and is responsible for museum business resumption plan.
- Contributes to collection development, in collaboration with the Collections team, by responding to object offers, corresponding with donors and vendors, participating in discussions, and making recommendations based on knowledge of the collections.
- Co-chairs, with the Curator, Museum Collections Engagement, an internal Acquisitions Committee to solicit feedback on potential object acquisitions.
- Coordinates accessioning and cataloging activities to ensure compliance with established procedures, data standards, and the compilation of significant and accurate information.
- Oversees the identification and resolving of problems related to misidentified, missing, and unidentified objects.



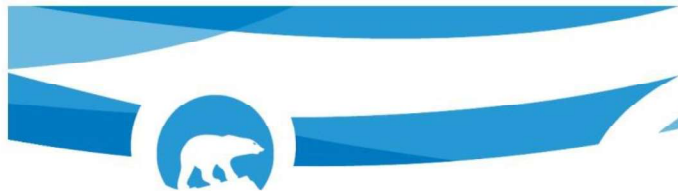
- Periodically reviews and evaluates collection management systems to maintain applicability, consistency, and operation.
- Recommends changes in record keeping practices to improve quality of documentation, accessibility and efficient retrieval of collection objects and their information.
- Identifies and recommends collections management work priorities; plans and implement projects designed to meet priorities.
- Trains and monitors new staff in collections management practices.
- Applies knowledge about copyright law, and exhibition and reproduction rights regarding collection use.
- Establishes inventory schedules for categories of collections and implements and participates in inventory actions.
- Maintains an awareness of activities taking place in the Registration Room and collection storage areas.

**3. Manages loans of objects to provide accountability, and to safeguard objects and the Government of the Northwest Territories.**

- Oversees preparation of loan agreements, and maintenance of records for inward loans, including travelling exhibitions, and outward loans of objects and collections with museums, organizations and researchers within the NWT, Canada and internationally.
- Arranges insurance coverage for objects on loan, on-site or in-transit, with Risk Management (Dept. of Finance), prepares monthly tally, reports new loans and responds to update requests from Risk Management.
- Ensures incoming exhibition loan agreement paperwork is completed accurately, including object lists, values, and active dates.
- Reviews loan agreements and identifies risks to reduce loss or damage to objects and liability to GNWT.
- Monitors loan activities, status, and loan renewals according to established procedures.
- Acquires documentation to legally move collections across national and international borders (e.g., Canadian Cultural Property Export Permit, CITES Permit). Works with a customs broker to facilitate movement and customs clearance.

**4. Maintains and updates the collections management database to ensure the integrity, accessibility, and security of information and to ensure the collections management software is fully operational.**

- Maintains the functionality of the database through consultation with the software vendor, and by liaising with the vendor to troubleshoot problems. Position manages projects and upgrades to database software, as required.



- Works with the Curator, Museum Collections Engagement to select, review and define administrative, management and discipline-specific fields to provide a well-judged data structure for the collection database.
  - Coordinates data entry and editing activities to maintain the integrity, usefulness, and accuracy of database records.
  - Identifies and resolves problems related to syntax, content, report formats and standards.
- 5. Provides services and information to the Division, other GNWT departments, Indigenous governments, the public, and researchers to contribute to the mandate and objectives of the Division, and to facilitate physical and intellectual access to the collections.**
- Participates in various Culture and Heritage Division committees (e.g. Acquisitions Committee, Experience Working Group), and other in-house project teams.
  - Analyzes requests and responds to inquiries for information about collection objects.
  - Prepares and/or coordinates preparing collections and their information for use by visiting researchers.
  - Participates in in-house exhibit projects by participating on individual projects and/or by providing collections information and recommendations for collections use.
  - Participates in staff orientations, and tours of the collection storerooms for groups or individuals.
  - Provides collections management advice and training to heritage groups and organizations.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual conditions.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

No unusual demands.



### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of professional museum principles, practices, and procedures, especially in the area of collections records management, registration methods, cataloguing, storage practices, insurance requirements and preventative conservation.
- Knowledge of computerized collections management systems.
- Knowledge of museum classification and terminology systems.
- Knowledge of northern history, cultures, and natural history in order to identify objects, develop frameworks for information specific to each discipline, develop standards and terminology consistent with the type of object, for conversing with colleagues (e.g., museum, university) and responding to public inquiries.
- Knowledge of relevant federal and territorial laws, codes, and regulations.
- Ability to manage a number of small-medium projects, where the objectives of the projects fall principally within the Registrar's scope.
- Ability to ensure goals and objectives are met in a timely fashion.
- Ability to pay meticulous attention to detail and accuracy.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish/maintain effective working relationships in the course of work.
- Management skills to train and manage a team.
- Analytical skills to identify, analyze and resolve problems related to collections management, collections information, or object discrepancies in documentation.
- Interpersonal and facilitation skills to train staff and heritage workers in museum methods and practices related to project tasks.
- Interpersonal and facilitation skills, including listening skills.
- Skills and ability to use Microsoft Office software and learn new database systems.
- 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:**

An undergraduate degree in museum studies or in a related field (such as history, anthropology, archaeology, cultural studies, Northern studies) that includes courses in museum theory and collections management, plus five (5) years of experience working in collections management at a museum or art gallery, including one year of supervisory experience or team lead experience.

Equivalent combinations of education and experience will be considered.

### **ADDITIONAL REQUIREMENTS**

The incumbent will be required to obtain Restricted and Non-Restricted firearms licenses.



**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:** Indigenous Language - Not Specified

- ☐ Required
- ☒ Preferred