

**CONTRACT POSITION OF CURATORIAL SPECIALIST**

**JOB DESCRIPTION**

**Kind of Work**

Oversees one of the Museum's Collections (e.g Natural History, Fine Art or Social History); which includes collection management, the planning and production of exhibitions relating to the particular collection and the conducting of research into the collection.

**Examples of Work**

Coordinates workshops, tours and outreach programmes designed to educate the public about a particular collection.

Assists Curator in the selection and purchasing of new museum acquisitions, maintains and updates a computerized collection inventory system of the collection.

Researches collection pieces, retrieves relevant information and prepares research documentation in response to requests from curators, researchers and Museum patrons.

Monitors all objects in the collection ensuring that proper preventative conservation methods are employed and maintained. Advises on the need for conservation and restoration of objects when as needed.

Prepares documentation for the loan of Museum artifacts to other agencies and organization. Maintains and updates records of these loans.

Assists with obtaining accurate information on the collection for use in gallery displays, Museum publications, the National Museum website and all other related printed materials.

Provides Museum and gallery tours and other related public programming activities as required.

**Required knowledge, skills and abilities**

Indepth knowledge of the subject area of collection to which he/she will be assigned.

Knowledge of the methods and techniques required in the care and preservation of museum artifacts.

Ability to lead a small group of junior staff

Good written and communication skills

High proficiency in Microsoft Office (Knowledge of Museum specific software would be an asset)

Ability to establish and maintain effective working relationships with other employees and the public.

Minimum Experience, Training and Special Requirement

BA or B.Sc in Visual Arts, History, Art History, Archaeology or the Natural Sciences.

Post Graduate training in Museum Studies, Curatorial Studies or Cultural Studies would be an asset.