

Job Class Profile: Museum Assistant**Pay Level: CG-21 Point Band: 340-363**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	2	3	2	3	2	2	2	1	2	
Points	93	50	13	14	60	43	41	21	21	356

JOB SUMMARY

The Museum Assistant performs museum work by participating in various functions related to he overall museum operation. Works with museum staff to observe and discuss clerical, technical and administrative procedures and techniques. Work also includes performing routine duties, reading assigned articles and preparing summaries, and assisting museum staff in the operation of the museum and development of community programs.

Key and Periodic Activities

- Assists museum staff by performing a variety of routine tasks under supervision; classifies selected artifacts, assists with storage and shipment of artifacts; replies to selected enquiries related to museum operations.
- Observes and discusses various technical and administrative procedures related to curatorial work, collection and selection of artifacts; the preservation, conservation, repair and storage of museum articles; design and construction of exhibits; and development and delivery of promotional, educational and information programs.
- Attends internal meetings related to museum policies, planning and financial matters; federal-provincial meetings; and selected conferences.
- Assists museum staff in operation of Museum and in liaison with community; prepares report on Museum operation including recommending development of museum programs to meet the needs of the community.

SKILL**Knowledge****General and Specific Knowledge:**

- Museum operations, procedures and techniques.

Formal Education and/or Certification(s):

- Minimum: High School Diploma supplemented by completion of university level courses.

Years of Experience:

- Minimum: Less than 1 year of experience.

Competencies:

- Computer skills.

Interpersonal Skills

- A range of interpersonal skills are used and include: listening to information from museum staff regarding clerical, technical and administrative procedures and techniques; asking questions to clarify tasks and responsibilities; replying to inquiries related to museum operations; and participating in meetings related to museum policies, planning and financial matters.
- Communications occur with employees within the immediate work and throughout the museum environment including clerical, technical, administrative staff as well as supervisors and managers.

EFFORT

Physical Effort

- Work demands generally do not result in fatigue, requiring periods of rest.
- Lifting and moving of artifacts is required to assist with the storage and shipping.
- Sitting, standing and walking are required to complete work tasks in the various areas of a museum.
- Fine finger and precision work is required to complete administrative tasks typically using a computer.

Concentration

- **Visual** concentration is required to operate a computer; to observe clerical, technical and administrative procedures and techniques and to read assigned articles and summarize the material
- **Auditory** concentration is required to listen and discuss clerical, technical and administrative procedures and techniques and to reply to inquiries related to museum operations.
- **Exact results and precision** are required when performing a variety of routine tasks under supervision including classifying selected artifacts and assisting with the storage and shipment of artifacts.

Complexity

- Work tasks and activities are similar/related in terms of the skills and knowledge used and are usually well-defined.
- Typical challenges relate to assisting museum staff with technical and administrative procedures related to curatorial work; collection and selection of artifacts; preservation, conservation, repair and storage of museum artifacts; design and construction of exhibits and the development and delivery of promotional, educational and information programs.
- References available to address typical challenges or issues include internal policies and procedures related to the various aspects of a museum (i.e. collections, storage and shipping of artifacts).

RESPONSIBILITY

Accountability and Decision-Making

- Work is performed under the close supervision of a supervisor who provides specific instructions and reviews work during progress and upon completion for accuracy and adherence to directions and museum policies and procedures.
- Works with museum staff observing and discussing clerical, technical and administrative

procedures and techniques including performing routine duties; reading assigned articles and preparing summary of material and assisting with the development of community programs.
Impact
<ul style="list-style-type: none"> — Impacts generally affect the museum environment as work involves participating in various functions related to the overall museum operation. — Work tasks typically impact information, material resources and museum operations. — Consequences of mistakes or errors are directly felt within the museum environment as the work performed relates to the overall museum operation. — The impact of errors is mitigated as work is performed under the close supervision and through specific instructions and reviews of work during progress and upon completion for accuracy and adherence to directions and museum policies and procedures.
Development and Leadership of Others
<ul style="list-style-type: none"> — No responsibility for the direct, full-time supervision of staff.

WORKING CONDITIONS

Environmental Working Conditions
<ul style="list-style-type: none"> — No special precautions or safety equipment are required. — There is a limited likelihood of minor injury or illness if normal precautions are followed. — Working in a museum accessible by the public there is occasional exposure to slippery surfaces and floors; dirt and dust from artifacts, glare for computers and very rarely infectious diseases from visitors.