

Job Class Profile: Museum Technician II**Pay Level: CG-29 Point Band: 622-675**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	5	3	4	4	4	4	4	1	2	
Points	233	50	25	19	120	87	83	21	21	659

JOB SUMMARY

The Museum Technician II performs specialized technical and administrative work in the acquisition, description, storage and preservation of museum materials. Work involves the responsibility for the administration and control of the museum's collections including the preparation and maintenance of related records and the physical care and security of the collection. Work may also involve participation in the preparation of museum exhibits; research into selected topics; maintenance, construction and design of museum objects and displays and the interpretation of museum policies and exhibits to visitors.

Key and Periodic Activities

- Participates in the acquisition, accessioning and cataloguing of museum artifacts; ensures accuracy of records related to collections, inventory control, and the entry and retrieval of computerized records; maintains inventory of records for historic sites. Catalogues artifacts by documenting history, source and physical description, labeling, and creating documentary photographs of artifacts.
- Maintains records for storage facilities; items kept in storage; movement of items from storage facilities to display; loan of artifacts on display; movement of museum objects and materials outside the museum, ensuring appropriate documentation.
- Recommends and implements conservation and preservation techniques and procedures; recommends and controls storage of museum materials, designs storage containers, advises on atmospheric requirements, reviews and assesses museum collections, advises on need for major restoration work and makes necessary arrangements; performs preservation and general restoration and repair work.
- Directs the storage, packing and shipping of museum materials, prepares preliminary designs for shipping containers and ensures construction meets shipping requirements.
- Participates on acquisitions committee; determines acquisitions policy; reviews and evaluates items for acceptance or rejection by the museum.
- Prepares working designs for display cases and other museum items; performs general construction and maintenance work; applies finishing techniques and methods to display unit.
- Performs artifact related research by consulting reference material. Undertakes library and archival research in general collections areas with respect to specific artifacts and their historical significance.
- May function as Secretary for the Acquisitions Committee.
- Serves as a resource person for the provincial museum community.

SKILL

Knowledge
<p>General and Specific Knowledge:</p> <ul style="list-style-type: none"> — Museological principles, practices, operations and techniques. — Collections management and storage standards. — Exhibit development and design. — Cataloguing rules for artifacts. — Preservation and conservation techniques. <p>Formal Education and/or Certification(s):</p> <ul style="list-style-type: none"> — Minimum: Undergraduate Degree in History, Cultural Geography or Folklore. <p>Years of Experience:</p> <ul style="list-style-type: none"> — Minimum: 2 years experience. <p>Competencies:</p> <ul style="list-style-type: none"> — Computer skills. — Research skills. — Ability to work collaboratively within a multi-disciplinary team.
Interpersonal Skills
<ul style="list-style-type: none"> — A range of interpersonal skills are used including: listening to information from other museum staff; asking questions to gain additional information regarding artifacts and museum collections; providing routine information and direction to museum visitors regarding exhibits; and communicating with other museum staff to complete work assignments. — Communications occur with: employees within the immediate work area; department and throughout the organization; supervisors and managers; and members of the general public who visit the museum and/or donate artifacts to the museum. — The most significant contacts include: museum colleagues throughout the Provincial Museum System including Provincial Historic Sites and community museums; supervisors and managers; and researchers and the general public.

EFFORT

Physical Effort
<ul style="list-style-type: none"> — Work demands at times result in fatigue, requiring periods of rest. — Lifting and moving of artifacts from storage areas to display cases and vice versa. — Various body postures such as sitting, standing and walking are required to perform work tasks. Sitting is required to perform computer related work including research and cataloguing duties while standing and walking are required to provide exhibit interpretation to visitors. — Working in storage facilities requires awkward or cramped body positions such as bending, stretching and kneeling as well as strength, endurance and balance. — Fine finger and precision work is required to operate a computer and a variety of tools and equipment required for conservation and preservation of artifacts.
Concentration
<ul style="list-style-type: none"> — Visual concentration is required to conduct artifact research and data management of artifact related information; catalogue artifacts and to perform general restoration and repair work.

- **Auditory** concentration is required to answer public inquiries and to provide exhibit interpretation.
- **Touch and smell** are utilized to detect the presence of mould.
- **Eye/hand coordination** is required to operate a computer; to handle artifacts and perform general restoration and repair work.
- **Repetition requiring alertness** is evident when cataloguing artifacts.
- **Time pressures and deadlines** exist regarding the preparation of museum exhibits.
- **Exact results and precision** are required to ensure accuracy of records related to museum collections.

Complexity

- Work involves a series of tasks and activities which are different/unrelated and require a broad range of skills and diversity of knowledge.
- Typical challenges would relate to the technical and administrative work performed related to the acquisition, archival description, storage and preservation of museum artifacts.
- References available to address typical challenges include a variety of museum standards, guidelines, collections management policies and procedures and standards related to the Canadian Heritage Information Network (CHIN).

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are moderately controlled or prescribed as Museological standards and organizational policies and procedures dictate how work is performed.
- Without formal approval decisions are made regarding the cataloguing of artifacts, the physical organization and storage of museum artifacts.
- Supervisory approval is required for the acquisition of artifacts and loan of artifacts to other museums.
- Discretion and judgment is exercised with regards to the handling, storage and security of museum collections and artifacts.

Impact

- Impacts generally affect: the immediate work area, department, and on the general public as work includes responsibility for the administration and control of museum collections and related records.
- Results of work tasks and activities impact: information related to the documentation of artifacts and related research; equipment used in the preparation of museum exhibits; and facilities in terms of storage space and organization; and corporate image in terms of public and professional perception.
- Consequences of mistakes or errors vary depending upon the nature of the mistake or error. Incorrect handling of artifacts could result in loss or damage to artifacts; mistakes in data management or artifact records could result in the loss of information or in the provision of inaccurate information to the public.

Development and Leadership of Others

- No responsibility for the direct, full-time supervision of staff.
- May provide advice and guidance to staff conducting cataloguing related work.

WORKING CONDITIONS**Environmental Working Conditions**

- Safety equipment and special precautions are not required.
- Limited likelihood of minor cuts, bruises, abrasions, minor illnesses, fractures, injuries or occupational illness resulting in partial or total disability if normal precautions are followed.
- When working in storage facilities, there is occasional exposure to dirt/dust, odours, noise, limited ventilation and lighting, and awkward or confining workspaces.