

POSITION: REGISTRAR**JOB POSTING #:****DEPARTMENT:** Cultural Affairs**UNION:** 543**POSTING TYPE:****JOB CODE:** 543525**POSTING STATUS:** Regular Full-Time**POSITION #:****# OF POSITIONS:** One (1)**GRADE/CLASS:** 0.13**SHIFT WORK REQ'D:** Yes**SALARY RANGE:** \$26.20 to \$30.80 per hour**HOURS PER WEEK:** 35.00**DUTIES:**

Under the direction of the Manager of Cultural Affairs or designate, this position is responsible for the preservation, processing, inventory and cataloguing of the Windsor's Community Museum collection including artifacts, images, pamphlets, books, maps etc. The successful applicant will interpret and comply with legislation, policies and procedures as they relate to standards for community museums in Ontario, specifically, principles that are relevant to the management, accession, acquisition, conservation and preservation of the collection; Will draft procedures relevant to the internal process for incoming artifacts; assist with exhibit development and installation; curate exhibits as required; assist researchers in their search for information; process reprographic orders; partner with members of other heritage organizations including Windsor Public Library's digitations team. Will perform general duties essential to the operation of the Museum including, but not limited to: answering phones, greeting visitors, providing tourist information and directions, opening/closing and security/fire alarm procedures. Will perform accounting/financial records keeping, including the processing of requisitions, purchase orders, bank deposits, petty cash; orders supplies as required, maintains accurate records of the museum's expenditures. Will be required to work in the museum's artifact storage area; is required to lift heavy artifacts up to (20) twenty pounds. Assists the Museum's Curator in the supervision, training, mentoring and evaluation of student/grant program staff; will communicate in a respectful manner and maintain amiable relations with outside agencies, the public and fellow staff; will comply with specific regulatory legal and policy requirements including, but not limited to: Collections Management Policy, Copyright law, Windsor's Community Museum Policies, Museum Operating Grant standards, Chenhall's Nomenclature for museum cataloguing, Firearms Act and Occupational Health & Safety duties as outlined in the corporate Health and Safety Program. Will perform other duties as assigned.

QUALIFICATIONS:

- Must have a university degree in the Arts or Social Sciences or Ontario Ministry of Education Equivalency;
- Must have completed a certificate in Museum studies from a community college or university (i.e. Ontario Museum Association certificate in Museum Studies, Aboriginal Training Program in Museum Practices as the Canadian Museum of Civilization Corporation);
- Must have over one (1) year experience in the fields of cataloguing artifacts, registration and collections management or image cataloguing & digital storage of images;
- Must have Fire Arm Acquisition Certificate (2 day course);
- Must have an understanding of museum design, organization, and management;
- Knowledge of artifact care including textiles, paper, metals and wood is required; Must be detail -oriented with the ability to prioritize and manage multiple tasks;
- Must be able to lift artifacts weighing up to (20) twenty pounds;
- Must have excellent public relations and customer service skills and will maintain cordial relations with the public, outside agencies and all staff;
- Must have operating knowledge and training in Microsoft Office Suite of products;
- Must have the ability to travel to offsite locations in a timely and expedient manner as required. If method of travel is by vehicle a current valid and lawful driver's licence is required in accordance with the Highway Traffic Act;
- Proven commitment to ongoing education, training and professional development will be considered an asset;
- Related community and volunteer experience a definite asset;
- Previous tourism experience will be considered an asset.

POSTING SPECIFICS:**Posting Period:**

- at 8:30 AM to 4:30 PM
- **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**

Who May Apply:

- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.

How To Apply:

- Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.

Apply To:

- In person to the Human Resources Department or one of the Customer Care Centres
- By faxing your Job Transfer Form and resume to the Human Resources Department

Updated:

- By Human Resources on June 3, 2013