



Approved By:	
Date Approved:	<i>Feb 2017</i>
Reviewed:	

<b>Job Title</b>	Summer Collections Assistant
<b>Reports To</b>	Manager of Collections and Exhibits
<b>Work Setting</b>	<b>Term: May 29, 2017 to September 1, 2017</b> Monday to Friday – 35 hours per week

### Key Responsibility

The AGGV Summer Collections Assistant will work with AGGV Collections staff on a major collections project in preparation for building demolition and construction. The objectives of this project will assist the AGGV in reaching its organizational goals by ensuring that our electronic collections data is up to date, accurate, accessible and aids efficiency in producing exhibits, programs and preserving our permanent collection. Furthermore the inventory of the collection and the packing and moving of the entire collection (20,000 objects of art & artifacts) will enable the scheduled building renovations and construction to occur without delay.

### Duties and Responsibilities

The first phase of the project is to edit and add data to the AGGV newly developed collections management database, edit existing data, run reports and complete skeletal records of two classifications of collections objects (xl and 9999 numbered objects). This process will include inventory, documentation including photography if required, data input and research.

- Fully inventory the AGGV collection of xl and 9999 designated objects.
- Ensure all have adequate 'skeletal records'
- Photograph objects as required for documentary purposes
- Add to or otherwise edit associated records as required

The second phase of the project is to work with the Collections staff, to update computer location records, pack, handle and move the collection working under the leadership of the Manager of Collections and Exhibits and as part of this collections project team.

## General:

- Participate in orientation to the AGGV staff and facility.
- Participate in training and orientation for the AGGV collections software – The Museum System (TMS)
- Participate in training relating to the AGGV's current electronic and paper records associated with collections-related data.
- Participate in the inventory, packing and movement of the entire collection of art and artifacts.
- Assist with the AGGV's major annual outreach event – TD Art Gallery Paint In

## Qualifications

- Must be eligible for funding under the terms of the Young Canada Works Program and be registered under that program.
- Will be actively engaged in a field of study relevant to the visual arts, museum studies or history/social studies.
- Will have a combination of experience or training relevant to museum/gallery collections work.
- Will have a combination of experience or training relevant to database work and have strong computer skills including Microsoft Office, Excel.
- Will have experience working both independently and as part of a team.
- Will have excellent oral and written English skills.
- Will have the ability to problem solve and clearly articulate issues and solutions to other members of the team.