



Approved By:	
Date Approved:	<i>Feb 2018</i>
Reviewed:	

Job Title	Collections Preparator Intern
Reports To	Manager of Collections and Exhibits
Work Setting	Term: July 9, 2018 to February 8, 2019 Monday to Friday – 35 hours per week

Key Responsibility

The AGGV Collections Preparator Intern will work with AGGV Collections staff on a major collections project in preparation for building demolition and construction. This project is to assist the Gallery with the inventory of the collection and the packing and moving of the entire collection (20,000 objects of art & artifacts) to enable the scheduled building renovations and construction to occur without delay. This position will play a pivotal role in coordinating, planning and implementing the AGGV's evaluation, packaging and movement of its collection, supporting storage equipment and collection supplies to vacate the 1040 Moss Street location and clear the way for upcoming renovations and construction.

Duties and Responsibilities

The successful candidate will:

- Participate in training in object handling, AGGV systems and databases, and museum standards for object and art care and handling;
- Review all relevant AGGV policies and procedures for workplace safety and ethical and safe handling of museum and Gallery collections material;
- Meet and liaise with all members of the AGGV team and begin work specifically with Collections and exhibitions staff;
- Be briefed by the Manager of Collections & Exhibits on the building project and the nature and scope of the Collection and the general approach to the project;
- Be briefed on timelines and, in collaboration with the Manager of Collections and Exhibits, define critical path timelines, order materials and design and assess storage design options; these recommendations will be reviewed by the team, refined as needed and developed into actionable

- business plans;
- Assist with the evaluation, packaging and moving of the collection and related storage and collections equipment and supplies;
 - Participate in an orientation to the AGGV staff and facility;
 - Participate in training and orientation for the AGGV collections software – The Museum System (TMS);
 - Participate in the inventorying, packing and movement of the entire collection of art and artifacts;
 - Participate in training relating to the AGGV's current electronic and paper records associated with collections-related data;
 - Coordinate the ordering and managing of all necessary project materials;
 - Assist in the coordination of the work of the Summer Collections Assistant;
 - Adhere to project timelines;
 - Offer creative, affordable solutions which facilitate the project and ensure the highest possible standards of care of the Collection of the AGGV;
 - Assist with the AGGV's major annual outreach event – TD Art Gallery Paint In;
 - Participate in cross-institutional processes as appropriate and as assigned by your supervisor.

Qualifications

- Must be eligible for funding under the terms of the Young Canada Works Internship 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 and other relevant software.

- Will have experience working both independently and as part of a professional 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.
- Will have some supervisory experience.
- Will have some project management experience.