



Approved By:	<i>Jon Tupper</i>
Date Approved:	<i>Sept 2020</i>
Reviewed:	

Job Title	<i>Collections Intern (Young Canada Works Internship Program)</i>
Reports To	<i>Registrar</i>
Work Setting	<i>Term: November 2, 2020 to March 31, 2021 Monday to Friday – 35 hours per week</i>
Remuneration	<i>\$20.38 per hour (Please note this position is subject to funding approval) This is a unionized position - CUPE 410, pay grade 3</i>

Key Responsibility

The Collections Intern will work with AGGV Collections staff on a major collections project to review and update all collections rights and image permissions, including artists copyright, artist contact information and artist and/or copyright holder data. The intern will play an important role in the assessment of collections material, the updating of our computer and manual records, reaching out to and communicating with artists and rights holders and communication via email, mail and phone. The intern will also manage the coordination of documentation which tracks our rights and permissions and captures this vital information in our paper and computer records.

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 staff;
- Be briefed by the Registrar and the Manager of Collections & Exhibits on the nature and scope of the Collection and the general approach to the project;

- 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 training relating to the AGGV's current electronic and paper records associated with collections-related data;
- Adhere to project timelines;
- 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 project management experience.