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| Approved By | <i>Stephen Topfer</i> |
| Date Approved | <i>March 2023</i> |
| Reviewed | |

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| Job Title | <i>Collections Policy Researcher</i> |
| Reports To | <i>Manager of Collections and Exhibits</i> |
| Work Setting | <i>Monday to Friday – 35 hours per week 15 Week position from May 16, to August 26, 2022</i> |
| Remuneration | <i>\$19.75 per hour This is a unionized position - CUPE 410, pay grade 1, funded through Young Canada Works.</i> |

Position Summary

The AGGV Collections Policy Researcher will be an important part of a multidisciplinary team led by the Manager of Collections and Exhibits and including the Registrar and the Curatorial Team.

The student will assist the AGGV with the research and data analysis in support of the AGGV’s collections Review process.

The AGGV is embarking on a major review of its collections and related policies and procedures. This process will ensure that our strategic goals and collections policies and procedures are in alignment with specific industry standards involving care, provenance, use as well as with TRC and UNDRIP recommendations for the care and handling and use of indigenous materials as well as other national and international policies, treaties and regulations germane to collections of cultural or natural relevance.

The successful candidate will navigate and produce reports from our Gallery Systems (TMS) collections database. They will create queries and tabulate and analyze data. The successful candidate will be part of an integrated team providing feedback and support at the beginning of this process and participate in all relevant team and project meetings as well as departmental and general staff meeting. They will carry out independent research under the guidance of the Manager of collections and Exhibits, the Registrar and the project team. They will write reports and make recommendations, seek out collate and precis data and research results from a variety of sources.

Responsibilities

- Participate in training in object handling, AGGV systems and databases and museum standards for object and art care and handling;
- Be briefed by the Manager of Collections and Exhibits;
- Participate in orientation to the AGGV staff, facility, and safe workshop practice;

- 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;
- Research lenders and provenance information as well as artist information to make recommendations for the future disposition of these items.
- They will generate reports and queries in TMS and consolidate and report on research and report findings.
- Assist with the AGGV’s major annual outreach event – TD Art Gallery Paint In; Participate in cross-institutional projects as appropriate and as assigned by their supervisor.

Qualifications, Experience & Education

Must be eligible for funding under the terms of the Young Canada Works and be registered under that program (<https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/heritage-organizations-students.html>), including meeting the funding requirement of returning to post-secondary studies in the fall.

- Will be actively engaged in a field of study relevant to the visual arts, museum studies, history/social studies or business studies with a focus on the not-for-profit sector.
- 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 be able to handle the physical requirements of the job, for example be able to lift 50lbs, climb ladders, safely use workshop equipment etc.
- 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.