

Job Class Profile: Museum Technician III**Pay Level: CG-35 Point Band: 766-789**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	6	4	4	4	4	4	4	2	4	
Points	280	67	25	19	120	87	83	43	43	767

JOB SUMMARY

The Museum Technician III performs responsible professional and technical work in overseeing the organization, tracking, movement and proper storage of museum artifact and specimen collections. Work also involves undertaking related programs and outreach activities including exhibit development, specimen preparation, public tours and providing artifact loans to community, national and international museums. Research is conducted to facilitate the acquisition of artifacts for collections, cataloguing (describing and labelling) artifacts and appraising/evaluating artifacts.

Key and Periodic Activities

- Manages physical artifact collections by: making decisions on the organization of artifacts in storage areas based on conservation and collections standards and policies; providing proper housing for artifacts; performing preventative and minor conservation treatments; assessing collections for condition of artifacts for mould, dirt or corrosion; determining which artifacts will be housed on-site versus off-site; managing access to collections; conducting research and contributing to artifact identification and acquisition; monitoring and maintaining equipment and environmental conditions of off-site storage areas; and ensuring safe and secure handling of artifacts.
- Manages paper and digital collections related data including: tracking artifact locations throughout the museum system and entering the location history into the collections management database; entering and updating acquisitions and artifact location data; organizing, monitoring and making recommendations regarding research libraries and ensuring backups of collection records exist to safeguard against loss of information.
- Performs specimen preparation work by preserving/conserving specimen collections. Preparation treatments include dissecting vertebrates, cleaning, sorting and assembling skeletal material, etc.
- Manages incoming artifacts by generating formal, legal paperwork (Object Entry Receipts) and photographing artifacts. Object Entry Receipts indicate tracking of artifacts from the public or other government agencies.
- Provides exhibition support by: researching in designated collections areas; assisting with artifact lists and identification; editing/writing exhibit text and artifact labels; and assisting with exhibit installation and maintenance.
- Conducts artifact research and disseminates researched data to curators and the Acquisitions and Loans Committee to support and expedite the acquisition process.
- Provides research assistance by: overseeing researcher access to collections; assisting with artifact retrieval and identification; and advising researchers on related policies and procedures.

Key and Periodic Activities

- Participates in public programming activities and serves as a resource person and contributes to programming functions by supporting the planning, development and delivery of educational and special event activities (i.e. guiding tours, developing presentations).
- Works with Curators to support the collecting, cataloguing, evaluating and appraisal processes.
- Liaises with the public and/or donors regarding collections and potential donations.
- Oversees and monitors artifact and specimen control and co-ordinates loans.
- Participates in policy and procedure development for specific collections and museum collections.
- Assists in the development, implementation and co-ordination of collections management and security protocols, policies and procedures.
- Performs administrative duties.
- Participates in internal museum committees.
- Performs digital photography of artifacts and specimens.

SKILL

Knowledge

General and Specific Knowledge:

- Newfoundland history and heritage.
- Collections management and storage standards.
- Preservation and conservation techniques and procedures.
- Exhibit design and development.
- Cataloguing rules for artifacts.

Formal Education and/or Certification(s):

- Minimum: Undergraduate Degree in History, Archaeology, Anthropology or related discipline.
- Completion of a post secondary Museum Studies Program.

Years of Experience:

- Minimum: 2 – 3 years of experience.

Competencies:

- Research skills.
- Computer skills.

Interpersonal Skills

- A range of interpersonal skills are used and include: listening to technical information from colleagues; asking questions to gain additional information; providing routine information and direction to volunteers, researchers and the general public; gaining the cooperation of colleagues to complete work tasks; and providing expert advice.
- Communications occur with: employees within the immediate work area, department and throughout the organization; supervisors and managers; suppliers; contractors; and members of the general public.
- The most significant contacts include: supervisors and managers to discuss current projects, daily work tasks, project related deadlines and decisions and overall work plans; and the general public to answer questions regarding the collections and to conduct site visits of

collections.

EFFORT

Physical Effort

- Work demands occasionally result in fatigue, requiring periods of rest.
- Lifting and moving artifacts and collection trays typically weighing between 10 – 50 lbs occurs occasionally.
- Various body postures such as sitting, standing and walking are required to perform work tasks. Sitting is required to perform computer work while standing and walking are required to perform exhibit development work and to conduct public tours. Working in storage facilities requires awkward or cramped body positions requiring bending, stretching and kneeling as well as strength, endurance and balance.
- Fine finger and precision work is required to operate a computer and a variety of tools and equipment necessary for the restoration and maintenance of museum artifacts and exhibits.

Concentration

- **Visual** concentration is required to perform computer related work including research and data management; inspect storage areas for hazards; catalogue artifacts; to utilize microscopes for specimen preparation and/or examination; to perform animal dissections and to sort/label specimens.
- **Auditory** concentration is required to answer public inquiries and conduct public tours.
- **Touch and smell** are utilized to detect the presence of mold on artifacts.
- **Eye/hand coordination** is required to handle and preserve rare or fragile specimens and to repair damaged specimens; mending artifacts; performing animal dissections; preparing chemical preservatives and using sharp utility knives for cutting.
- **Repetition requiring alertness** is evident when entering artifact and specimen data and editing records; editing exhibit text and when performing zoological or chemical preparation.
- **Higher than normal levels of attentiveness or alertness for the health and safety of others** is evident when accessing collections, which include heavy artifacts, for researchers to ensure injuries do not occur. Also required when working with chemicals and power tools.
- **Time pressures and deadlines** occur during the exhibit development process since opening dates must be adhered to and all supporting material (i.e. associated text) and research must be completed and compiled to allow for review and editing. All projects must meet **deadlines** for completion.
- **Lack of control over work pace** occurs when regular work duties overlap with time-sensitive special projects or activities (i.e. temporary exhibits with external partners).
- **Exact results and precision** are required when applying artifact numbers to very small artifacts with nib and ink; to repair broken artifacts and during zoological preparation and dissections and to prepare chemicals which requires accurate concentrations of specific preservatives.

Complexity

- Work involves a series of tasks and activities which are different/unrelated and require a broad range of skills and diversity of knowledge.
- Typical challenges or issues vary depending on the focus of specific positions (i.e. archaeology or natural history) but could involve the acquisition, conservation and storage of specimens and artifacts or dealing with requests to access particular collections from researchers. Such

requests involve details regarding which artifacts are required, collections located (either on or off-site) and all related data (paper and/or digital) must be compiled.

- References available to address typical challenges or issues include a variety of standards, guidelines, policies, procedures, legislation and technical manuals including The Rooms Act; Historic Resources Act; Federal Acts regulating the Importing and Exporting of Canadian Cultural Property; Canadian Heritage Information Network (CHIN); peer-reviewed journals and internal collections policy and procedure documents.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are moderately controlled or prescribed as Museological standards, legislation and internal collections policies and procedures dictate how work tasks and activities are performed (i.e. how collections are labeled and organized; exhibits developed and how paperwork and legal requirements are handled).
- Without formal approval decisions can be made regarding the physical organization and storage of collections and specimens, decisions regarding task priority, scheduling of researchers, specimen preparation and preservation, and small scale purchases under \$500.
- Supervisory approval is required for the acquisition of new specimens, artifacts or collections, additions to exhibits, large purchases, approving loans of artifacts or specimens, and to form partnerships with external agencies or institutions.
- Discretion is exercised within predetermined limits and procedures when purchasing outside supplies. Deciding exactly which items to purchase can be made within the financial guidelines.
- Discretion and judgment is exercised with respect to the maintenance of collections, facilitating access to the collections and to ensure adequate security measures are in place. Internal collections policy guidelines and external museum collections management protocols are used to determine the manner in which these tasks are accomplished.
- A high degree of independent discretion and judgment is exercised regarding where and how collections are organized.

Impact

- Impacts generally affect: the immediate work area; department; inside and outside the organization; and on the general public. Collections are available to researchers; exhibits are open to the public and current collections records and database information enable researchers to have easy access to information. Completed work activities contribute to meeting the organization's mandate.
- Work tasks and activities impact resources such as: information used in exhibits and artifact related data; finances; equipment and material resources related to supplies and equipment required to perform collections management related work; facilities in terms of storage space; health and safety; and corporate image in terms of public and professional perception.
- Consequences of mistakes or errors vary pending on the nature of the mistake or error. Incorrect handling of artifacts or specimens could lead to loss or damage of an important government asset. Mistakes in data management or artifact records could result in the loss of information or the provision of inaccurate information. This could impact the quality of service provided to researchers and the general public. Incorrect or incomplete information presented as part of exhibits can reflect poorly on the organization.
- Results of consequences due to mistakes or errors impact on the equipment used; processes and

systems related to collections management; accuracy of information provided; finances; facilities; material resources; and corporate image.

- Typical time frame to identify and resolve consequences is within 24 hours of the problem being identified.

Development and Leadership of Others

- No responsibility for the direct, full-time supervision of staff.
- Development and leadership responsibilities vary but typically occur only for specific projects, temporary exhibits or seasonally when students are hired. When students are hired, may be required to provide an orientation to the facility and collections; assign tasks and oversee daily progress; provide direction, and some coaching and mentoring.

WORKING CONDITIONS

Environmental Working Conditions

- Safety equipment and special precautions may be required depending on the work environment and may include personal protective and hazardous materials equipment when handling chemicals or performing biological dissections (i.e. eye and hand protection, chemical resistant coveralls, respirators).
- Limited likelihood of minor cuts, bruises, abrasions, minor illnesses, fractures, injuries or occupational illness resulting in partial or total disability if normal precautions are followed.
- When working in storage facilities, there is exposure to dirt/dust; odours; noise; limited ventilation and lighting; chemicals; fumes; dangerous heights; awkward or confining workspaces; sharp objects and some travel is required.