



COMPETITION

CAREER OPPORTUNITIES:

Ingenium - Canada's Museums of Science and Innovation is currently seeking a dynamic individual to fill the position of:

MANAGER, COLLECTION SERVICES

Reference Number: 2018/2019-CSTMC-167

Salary Range: \$68,242.29 - \$83,038.08 **Level:** 8 (underfill)

Employment Status: Term / Full-time for 1 year

Language Requirements: Bilingual (BBB/BBB)

Security Requirement: Enhanced reliability

Position Number: 9835.UN

Branch: Collection and Research

Who can apply? Ingenium - Canada's Museums of Science and Innovation employees

Summary of Duties:

The Manager, Collection Services (underfill) is responsible for the development and accuracy of collection records by coordinating the documentation process between curatorial staff and collections. Provides information about the collection, practices and procedures, about collection storage and handling and manages the collection de-accessioning and disposal program through CRP. The Collection Manager supervises and assigns service requests to 2 full time and 2 junior cataloguers.

The standard weekly hours are: SWW 37.50 Hrs (5 days consecutive Mon. - Fri.)

Education and Experience:

As an ideal candidate, you have completed an undergraduate program in science and technology or a college degree in Museum studies.

You also have experience in the following areas:

- minimum five (5) years of experience directly related to the management of collection and/or conservation of artifacts;
- minimum five (5) years of experience in Collections and Research;
- minimum five (5) years of experience managing people and resources;

- demonstrable project management experience.

RATED REQUIREMENTS

Knowledge:

- of museological principles and practices;
- of the theory and practices for the development of heritage collections;
- of collection management procedures;
- technologies and various manufacturing techniques;
- knowledge and thorough understanding of curatorial processes and procedures necessary to coordinate the Collection Rationalization Project (CRP);
- of deaccessioning and governing laws;
- of Conservation practices;
- of library and archives practices;
- of and experience with computerized collection management systems and in particular KE EMU and Horizon preferred;
- of film and/or digital imagery;
- of Health and Safety Standards.

Abilities:

- to manage human resources;
- to motivate professional staff involved in the management and conservation of collections;
- to develop and maintain collegial relationships with colleagues and a variety of professionals who make use of the collection for programs, exhibitions and loans;
- to deal effectively with the scientific and technical staff of the Corporation and other institutions;
- to communicate effectively, both orally and in writing.

Personal Suitability:

Effective interpersonal relationships.
Adaptability to varying work conditions.
Reliability and responsibility.
Initiative and judgement.
Effective team player.

The CSTMC is committed to the principles of employment equity.

Résumés received for this position will not be accepted after the indicated closing time (midnight) and date.

Please note that only candidates who are selected for the next stage of this selection process will be contacted. As a result of this competition, we may establish an eligibility list that may serve to staff similar positions.

If you are interested in this opportunity, please forward your cover letter and curriculum vitae indicating the reference number **2018/2019-CSTMC-167** in your email's Subject line, no later than the closing date to: **competition@ingeniumcanada.org**

Posting Date: March 8, 2019

Closing Date: March 21, 2019

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9835.UN - Manager, Collection Services / Gestionnaire, Service de collection