

**COLLECTIONS REGISTRATION ASSOCIATE (Natural History)****JOB DESCRIPTION:****Pay Group 4****1. General**

Reporting to the Manager of Collections and Conservation, the incumbent is responsible for cataloguing specimens in the Natural History collections following established Museum Collection policies, procedures, and guidelines.

**2. Key Accountabilities and Responsibilities****A. Priority 1: Collection Records**

To create and maintain high-quality, museum standard records of all Natural History collections, assisting the Museum in its legal duty to care for the objects, and for scientific completeness.

- i. Enters and updates data in the Museum's collections management database.
- ii. Entering research notes, documents, photographs and other information related to specimens in the collection.
- iii. Performs basic donor and specimen background research for identification, context and record accuracy.
- iv. Assists with data verification for the quarterly Valuations and Gift-in-Kind Reports.

**B. Priority 2: Care of Collection**

To facilitate the physical handling, moving and storing of specimens in ways that foster their long-term preservation.

- i. Documents all physical attributes of the specimens, including taking their measurements and imaging.
- ii. Follows recognized conservation procedures when handling, moving and storing specimens; reports any physical changes to Manager, and seeks guidance for further conservation needs as necessary.

**C. Priority 3: Service to Others**

To facilitate authorized intellectual, virtual and physical access to the specimens as a service to other departments, researchers, museums and organizations, and the general public.

- i. Assists with "Behind the Scenes" tours of the Natural History collection facilities.
- ii. Other administrative and related duties as reasonably assigned.

**MINIMUM REQUIRED QUALIFICATIONS:****1. Skills, Abilities and Knowledge**

- i. Working knowledge of collections management procedures.
- ii. Advanced working knowledge of word processing software (collections database, digital imaging, scanning).
- iii. Familiarity with specimen care, handling, scientific identification, and research.
- iv. Excellent writing and numeracy skills.
- v. Strong focus on accuracy and attention to detail.
- vi. Good communication skills, including ability to interact effectively with staff and volunteers.

## JOB POSTING

August 30, 2019

### 2. Education, Training and Experience

- i. Bachelor's degree in Biology, Zoology, Geology, Environmental Studies, Earth Sciences, or related discipline(s); and
- ii. Two (2) years' museum experience in collections management, including data entry using an automated collections management system, or
- iii. Equivalent combination of education and experience.

This is a 0.4 FTE permanent position commencing September 30, 2019.

The incumbent will report to the Manager of Collections and Conservation. The pay range is \$19.18 – 24.26 per hour (PG 4). Please submit your resume including cover letter by September 13, 2019 to:

**Director of Human Resources**

**The Manitoba Museum**

**190 Rupert Avenue**

**Winnipeg, Manitoba R3B 0N2**

[ladeleyeolusae@manitobamuseum.ca](mailto:ladeleyeolusae@manitobamuseum.ca)

*We are not able to acknowledge receipt of applications submitted via Fax or mail.*

*The Manitoba Museum is committed to employment equity and welcomes diversity in the workplace. We thank all applicants for their interest; however, only those being considered for interviews will be contacted.*