

YCW Web Site Job Poster:

Job title: Collections Management Assistant-Artefact Handling

Location: Bata Shoe Museum, Toronto, Ontario

Duration: 14 weeks, 35 hours per week

Rate of pay: \$17 per hour

Start and end dates: May 20, 2019 to August 23, 2019

Supervisor: Collections Manager

Language(s) of work: English

The Bata Shoe Museum (BSM) is undertaking a collections management project to photo document all 13,000 artefacts in its collection and to link the images to artefact records in the museum's collections management database.

During the course of this summer project, between 900 and 1,200 artefacts will be digitally photographed. Each artefact will have three views taken, resulting in a total of 2,700 to 3,600 images that will become a permanent part of the museum's collections management database. In addition, a number of slides and photographs will be digitally scanned and added to the database.

Working under the direction of the Collections Manager, the Collections Management Assistant-Artefact Handling will take the lead on tasks related to preparing artefacts for photography including removing artefacts from storage shelves, handling artefacts, noting the condition, positioning them for photography and replacing them on storage shelves and will share responsibilities with the Collections Management Assistant-Photography for image management and documentation.

Specifically, the Collections Management Assistant-Artefact Handling will be responsible all handling and security of artefacts to museum standards, coordinating with the Collections Management Assistant-Photography to determine the most appropriate position of the artefact in order to get the best shots, processing digital images, uploading and linking files to image server, creating metadata, archiving, filing and administrative duties such as recording time sheets, tracking progress of work throughout the project and creating back-ups daily.

Women, persons with disabilities, visible minorities and Aboriginal peoples are encouraged to apply.

Required qualifications:

- * The candidate should be enrolled in a university or college degree program in Conservation, Museums Studies or a related discipline.
- * Formal artefact handling training desired and artefact handling experience is required
- * Good general computer skills including spreadsheets (Excel), word processing (Word), image manipulation and database programs
- * Experience working with Adobe Photoshop Elements, MS Access and basic SQL or willingness to learn
- * Experience working with digital images or willingness to learn
- * Accurate data entry skills

- * Good written and oral communications skills
- * Bondable
- * Previous experience in museum collections management and an understanding of collections management functions is an asset
- * Strong commitment to high quality work procedures and end product
- * Flexible, innovative and creative
- * Ability to work in a fast-paced environment

The candidate will need to ensure YCW eligibility prior to hiring by confirming in writing that s/he is legally entitled to work in Canada, is a Canadian citizen or permanent resident or has refugee status, is between the ages of 16 and 30 years of age at the start of the job, is registered with the YCW program and is able to commit for the full duration of the work assignment, does not have another full-time job, was enrolled as a full-time student for the semester immediately preceding the job and intends to return to full-time studies in September 2019.

Candidates should apply directly by email or mail to:

Suzanne Petersen, Collections Manager
 suzanne@batashoemuseum.ca
 Bata Shoe Museum
 327 Bloor Street West
 Toronto, Ontario M5S 1W7

This position is partially funded by the Government of Canada through the Young Canada Works in Heritage Organizations programme.

Deadline for applications is May 6, 2019.

The Bata Shoe Museum is centrally located in downtown Toronto within a block of two subway lines and a few minutes' walk of the University of Toronto, Royal Ontario Museum, Bloor Street shopping district and Yorkville.

On May 6, 1995, the BSM opened its doors at 327 Bloor Street West. The five-storey, 39,000 square foot building with four galleries, designed by Moriyama and Teshima Architects, is truly unique. There are four galleries at the museum; one of which contains the semi-permanent exhibition "All About Shoes". Exhibitions in the other three galleries change regularly.

The BSM is an important tourist attraction visited by more than 100,000 people a year including 12,000 school children. It is not a corporate museum and does not showcase artefacts from the Bata Shoe Organization. It is the largest museum in the world devoted exclusively to shoes.

Mission and mandate

The purpose of the Bata Shoe Museum is to contribute to the knowledge and understanding of the role of footwear in the social and cultural life of mankind. It will achieve this purpose by establishing and operating a public institution which acquires, conserves, conserves, researches,

communicates and exhibits material evidence related to the history of footwear and shoemaking for the purpose of study, education and enjoyment.

For further information, consult these websites:

Bata Shoe Museum: www.batashoemuseum.ca and www.allaboutshoes.ca

Tourism Toronto: <http://www.seetorontonow.com/>

City of Toronto: <http://www.toronto.ca/>