

Summary

Exciting things are happening at the Bata Shoe Museum! Are you searching for a workplace that offers you the opportunity to make a positive difference? A workplace that embraces and celebrates individuality and where you feel that you belong? If so, the Bata Shoe Museum is the place for you!

Employment Type: 1 year Contract, 35 hours a week

THE BATA SHOE MUSEUM TORONTO

With an international collection of close to 15,000 shoes and related artefacts, the Bata Shoe Museum (BSM) celebrates 4,500 years of footwear history in four distinctive galleries. In addition to our popular permanent exhibition, *All About Shoes*, the museum has three galleries for changing exhibitions, ensuring that each visit to the museum offers a new experience. Currently, on view are *Art/Wear: Sneakers x Artists*, *André Perugia: A Design Legend Unveiled* and *Rough & Ready: A History of the Cowboy Boot*. Through the creation of its innovative exhibitions, the BSM strives to enlighten and entertain visitors of all ages. For every shoe, there's a story. Discover thousands at the Bata Shoe Museum. Further information on the museum is available at www.batashoemuseum.ca or [@batashoemuseum](https://www.instagram.com/batashoemuseum) on all social media platforms.

1) THE ROLE

The Conservation Assistant supports the care, preservation, and management of the Bata Shoe Museum's collection under the supervision of the Conservator.

Key responsibilities include:

- Assisting with conservation treatments under supervision
- Supporting preventive conservation and IPM initiatives
- Preparing artifacts for storage and exhibition
- Supporting exhibition installation and deinstallation
- Maintaining conservation documentation and records including condition reporting
- Adhering to CAC ethical and safety standards
- Other duties as required

2) REPORTING

The Conservation Assistant will report to the Conservator.

3) HOURS

Hours are 9am-5pm, Monday to Friday, with the possibility of evening and weekend work when needed.

4) COMPENSATION

This is a contract position with an annual salary of \$50,000. Benefits are not provided with this role.

5) CANDIDATE SPECIFICATION

We are seeking a candidate who is passionate about collections care, preventive conservation, and museum best practices. The ideal candidate will demonstrate:

1. Education and Professional Knowledge:

- Knowledge of conservation techniques, materials, and preventive conservation practices.
- Knowledge of artifact exhibition best practices, environmental requirements, and storage solutions.
- Knowledge of artifact preparation for storage, including appropriate supports, packing methods, and custom box making.
- Knowledge of integrated pest management (IPM) principles and procedures for collection storage environments.
- Knowledge of computerized collections management systems.
- Knowledge of environmental monitoring, housekeeping standards, and risk assessment in storage areas.
- Knowledge of health and safety standards, including the safe use of tools and chemicals.
- Knowledge of the Canadian Association for Conservation (CAC) Code of Ethics and Guidance for Practice.

2. Skills and Competencies:

- Conservation Skills: Ability to develop, adapt, and apply original or modified conservation techniques under supervision.
- Attention to Detail: High level of precision required for hands-on conservation and collections care work.
- Organizational Skills: Ability to manage a heavy workload, prioritize tasks, and work efficiently under time constraints.
- Technical and Practical Skills: Strong aptitude for detailed, hands-on conservation work using appropriate techniques and tools.

3. Personal Attributes:

- Professional Judgment: Demonstrates care, discretion, and ethical decision-making when handling artifacts and Ancestor belongings.
- Reliability and Accountability: Takes responsibility for assigned tasks and follows established protocols.
- Adaptability: Comfortable responding to changing priorities and project needs.
- Team-Oriented Approach: Contributes positively to a collaborative museum environment.

4. Physical Requirements:

- Ability to lift up to 30 pounds.
- Ability to work on ladders as well as bend, crouch, lift, and place objects on shelves; tasks associated with collections storage and conservation work.

Conservation Assistant



⑥ TO APPLY

Please submit your cover letter and resume via email to Amy Prilika, Deputy Director & CFO, at amy.prilika@batashoemuseum.ca. Ensure the subject line reads “Conservation Assistant – [Candidate’s Last Name].”

We sincerely thank all applicants for their interest; however, only those selected for an interview will be contacted.

The Bata Shoe Museum is proud to be an equal opportunity employer. We celebrate diversity and we remain committed to creating an inclusive environment for all employees. We select applicants based on their skills, knowledge, and commitment. We also recognize that candidates may request accommodations in order to participate to the best of their abilities. As per provincial and national human rights guidelines, reasonable workplace accommodations and adjustments will be granted.