

## Job Description

(For Positions in CAW Local 555, Unit 1)

*Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.*

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JD #:	<b>JD00251</b>	Pay Grade:	<b>6</b>
JD Title:	<b>Collections Administrator</b>	JD FTE Hours:	<b>35</b>
Job Family:	<b>Museum</b>		

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### General Description

Responsible for administering the permanent collection of the McMaster Museum of Art by overseeing loans, exhibitions, database inventory, shipping, acquisitions, insurance, copyright, and conservation.

### Representative Duties & Responsibilities

- Administrate loans from the permanent collection to other institutions by generating loan agreements, completing outgoing condition reports, and making transportation arrangements.
- Arrange to borrow images from other institutions for publication purposes.
- Plan, schedule, and coordinate the internal and external movement of exhibits and works of art.
- Review and interpret a variety of legal contracts pertaining to exhibit needs, requirements, and restrictions.
- Organize shipping and receiving arrangements for multiple exhibits from a variety of locations.
- Discuss exhibit transportation arrangements with service providers, lenders, artists, curators, and museum professionals.
- Identify and maintain special care and handling requirements for exhibits within the collection.
- Create scheduling charts to document the transportation of exhibits.
- Develop schedules for the shipping and receiving of exhibition loans.
- Negotiate the cost of shipping and crating of exhibits with various service providers.
- Source, obtain, and review cost estimates for a variety of services.
- Obtain appraisals and complete applications for the Canadian Cultural Property Export Review Board on behalf of donors.
- Inform logistics providers of special handling provisions required for various exhibits.
- Monitor conditions of collections and identify deficiencies which require further review.
- Request permission from copyright holders for artwork held in the permanent collection or loaned to the Museum.
- Provide training and assistance to staff on the use of database and filing systems.
- Maintain and update both electronic and hard copy files and databases.
- Catalogue new collection acquisitions and complete condition reports and physical examinations of art.
- Document the condition of specific pieces of art and include photographs, measurements, dimensions and note any damage that has been identified.
- Scrutinize and assess the physical condition of various exhibits and refer issues to the appropriate manager.
- Contact the appropriate conservator and provide access to pieces of art and ensure that they are restored to their original state.
- Arrange for appraisers to examine pieces of art to determine the value and to ensure appropriate insurance coverage is secured.
- Arrange photography for new acquisitions and permanent collection works of arts.
- Assist donors with understanding and navigating the donation process regarding the deeds of gift, appraisals, shipping, tax receipts, and other required paperwork.
- Maintain the confidentiality of donor records and financial information.
- Develop and maintain a database inventory of works of art.
- Create and modify queries to extract data from databases.

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## Supervision

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- Ensure adherence to quality standards and procedures for short-term staff and volunteers.

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## Qualifications

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- Bachelor's degree in Art History or related field.
- Requires 3 years of relevant experience.

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## Effort

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### Physical Effort:

- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
  - Intermittent periods of keyboarding to conduct searches, word process documents, and input data into databases.
- Elements of moderate physical effort are not a regular feature of this job.
- Elements of high physical effort are not a regular feature of this job.

### Mental Effort:

- A typical work day consists of up to 2 hours of routine mental effort for activities such as:
  - Collecting routine information to prepare routine documents, respond to inquiries, and input data into databases.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
  - Creating scheduling charts to document movement of art.
  - Negotiating the cost of shipping and crating of exhibits with the service providers.
  - Discussing exhibit transportation arrangements with service providers..
  - Completing collection condition reports.
- A typical work day consists of up to 2 hours of high mental effort for activities such as:
  - Scrutinizing and assessing the physical condition of various exhibits.
  - Interpreting a variety of legal contracts.

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## Working Conditions

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### Physical Environment:

- There are no adverse physical environment conditions inherent to the job.

### Psychological Environment:

- Occasionally interacts with individuals who may be rude or upset.
- Frequently required to handle multiple requests and simultaneous deadlines.

### Health & Safety:

- Risk to the incumbent is no higher than for the general population.

## Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

JD #:	<b>JD00251</b>	Pay Grade:	<b>6</b>
JD Title:	<b>Collections Administrator</b>	Total Points:	<b>451</b>
Job Family:	<b>Museum</b>		

Factor	Subfactor	Level Rating	Points
<b>Skill</b>	1. Applied Reasoning and Analytical Skills	<b>4.0</b>	83
	2. Breadth of Knowledge	<b>2.0</b>	13
	3. Adaptation to Change/Updating of Learning	<b>2.0</b>	12
	4. Interpersonal Skill	<b>3.5</b>	46
	5. Education and Experience	<b>E3</b>	100
	6. Dexterity and Coordination	<b>2.0</b>	12
<b>Effort</b>	7. Physical Effort	<b>1.0</b>	3
	8. Mental Effort	<b>3.0</b>	55
<b>Responsibility</b>	9. Planning and Coordination	<b>2.5</b>	37
	10. Responsibility for Others	<b>2.0</b>	33
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	<b>2.0</b>	39
<b>Working Conditions</b>	12. Physical Environment	<b>1.0</b>	3
	13. Psychological Environment	<b>2.0</b>	10
	14. Health and Safety	<b>1.0</b>	5