



# 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.*

JD #:	<b>JD00253</b>	Pay Grade:	<b>3</b>
JD Title:	<b>Museum Monitor and Installation Assistant</b>	JD FTE Hours:	<b>35</b>
Job Family:	<b>Museum</b>		

## General Description

Responsible for the safekeeping of art collections within the Museum. Assists with the installation of exhibitions.

## Representative Duties & Responsibilities

- Record information pertaining to visitors, appointments, callers and tour requests within the Museum.
- Track and monitor the number of people in the Museum.
- Assist the preparator with rough installation work such as patching, sanding and painting walls, and the movement of false walls, exhibit furniture, works of art, lighting, and other objects.
- Investigate security alarms and other issues by locating the source, gathering information to determine what set off the alarm, and liaising with the appropriate contacts to determine the nature of the alarm.
- Assemble and distribute a variety of mailings.
- Liaise with visitors and exchange general information with patrons and colleagues.
- Perform security checks at the beginning and the end of each shift.
- Provide others with access to secured areas as directed.
- Greet visitors, answer or redirect general inquiries in person, by telephone and via email and respond independently to inquiries that are specific in nature and require a thorough knowledge of established policies and procedures.
- Use a variety of power tools when assembling plinths and conducting other installation requirements.
- Change hygrothermograph charts on a weekly basis.

## Supervision

- No formal supervision of others is required.
- Occasionally provides orientation and shows procedures to others.

## Qualifications

- Secondary School diploma.
- Requires 2 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:
  - Monitoring security alarms.
- A typical work day consists of up to 2 hours of moderate physical effort for activities such as:
  - Standing for extended periods of times when walking and monitoring the Museum.
  - Moving moderate weight and awkward equipment such as exhibits and pieces of art.
  - Working in awkward positions when assembling art displays.
- 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:
  - Recording information pertaining to visitors, appointments, callers and tour requests within the Museum.
  - Tracking and monitoring the number of people in the Museum.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
  - Investigating security alarms and other issues by locating the source, gathering information to determine what set off the alarm, and liaising with the appropriate contacts to determine the nature of the alarm.
  - Responding independently to inquiries that are specific in nature and require a thorough knowledge of established policies and procedures.
- Elements of high mental effort are not a regular feature of this job.

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## Working Conditions

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### Physical Environment:

- Occasionally required to wear protective equipment such as steel toed boots, gloves and safety glasses when assembling plinths and other required displays.

### Psychological Environment:

- Frequently required to remain at the workstation.

### Health & Safety:

- Climbs on ladders and uses power tools when completing installations.
- Loads and unloads artwork from trucks.

# Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

JD #:	<b>JD00253</b>	Pay Grade:	<b>3</b>
JD Title:	<b>Museum Monitor and Installation Assistant</b>	Total Points:	<b>277</b>
Job Family:	<b>Museum</b>		

Factor	Subfactor	Level Rating	Points
<b>Skill</b>	1. Applied Reasoning and Analytical Skills	<b>3.0</b>	60
	2. Breadth of Knowledge	<b>1.0</b>	5
	3. Adaptation to Change/Updating of Learning	<b>1.0</b>	3
	4. Interpersonal Skill	<b>2.0</b>	23
	5. Education and Experience	<b>B2</b>	28
	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>1.0</b>	10
	10. Responsibility for Others	<b>1.0</b>	10
	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>2.0</b>	16