

1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position	Financial Code	
08-15212	Conservator	Manager, Heritage Collections (08-14623)	08504-01-2-600-0850000-01-????	
Department		Division/Region	Community	Location
Culture & Heritage		Heritage (08500-01)	Gatineau, QC	Gatineau, QC

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.
<p>The Conservator is responsible for providing preservation management practices for the GN collections and supporting the exhibits program at the Canadian Museums of Nature Collections and Research Facility in Gatineau, QC. The position acts in accordance with established museum conservation practices, regulations, agreements and policies to ensure the preservation of Nunavut's heritage collections.</p>

3. SCOPE

Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?
<p>The Heritage division is responsible for the conservation, protection, promotion, and enhancement of the cultural richness of Nunavut. The Canadian Museum of Nature serves as the designated repository for Nunavut palaeontology, archaeology, and ethnological collections. The GN leases space from the CMN Research and Collections facility which consists of 2,174 square feet of environmentally controlled space in which humidity and temperature are continually monitored, and 2,874 square feet of general storage and office space. The collection consists of approximately 200,000 items and artifacts.</p> <p>Activities undertaken in the division support and sustain the culture and heritage of Nunavut. Through innovative and collaborative preservation, education, training and exhibit programs, the transfer of Nunavut's museum and archives collections to the CMN presents an opportunity to provide greater public accessibility to the collections for research purposes, and opportunities to promote broader awareness and appreciation of Inuit culture and heritage</p> <p>This position is temporarily located in Gatineau, Quebec until such time that the Government of Nunavut relocates the collection back to the territory. When the Government of Nunavut relocates the collection back to the territory, the position will be recalled back to Nunavut and located within the new facility. The Conservator reports to the Manager, Heritage Collections.</p>

¹ This position is temporarily located at the Canadian Museum of Nature's Research and Collections Facility in Gatineau, Quebec until such time that a Nunavut Heritage Facility is constructed in Iqaluit.

The position will provide information, services, and advice on the preservation of GN collections, through object handling and best storage practices. The position will also assist with the development, design, production, and installation of museum quality exhibits using the GN collection through permanent, temporary, traveling, and on-line exhibits.

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers *why* the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.

Under the direction of the Manager, Heritage Collections, the position oversees physical preservation of the GN collections:

- ◆ Develops policies and procedures for the preservation of the collection and ensures they are reviewed as necessary.
- ◆ Provides recommendations to the Manager on the suitability of preservation and storage standards
- ◆ Initiates and implements projects related to environmental standards for preservation
- ◆ Provides recommendations on required equipment and environmental upgrades to maintain standards for care of the collections
- ◆ Identifies and prioritizes conservation needs through collaboration with the Heritage Collections team

In collaboration with the Heritage Collections team, assists the Exhibits program by:

- ◆ Identifying conservation and preservation requirements for all exhibits
- ◆ Assisting with the construction of exhibits
- ◆ Developing a program for travelling exhibits throughout Nunavut that showcase local history, art, and assessing preservation needs for travelling exhibits
- ◆ Providing training to local community resources on the location and suitability conservation needs of local exhibits

Manages the conservation program by:

- ◆ Identifying artifacts by assisting with cataloguing and populating the database
- ◆ Assisting the collections team with ongoing and new inventory
- ◆ Restoring a broad range of artifacts using professional standards of care and handling of different collections
- ◆ Compiling conservation reports that include recommendations for future care
- ◆ Providing an assessment of proposed treatments for maintenance

Provides conservation and preservation expertise, training and advice to Nunavut heritage societies and museums:

- ◆ Assesses the suitability of artifacts within the collection for local use and display
- ◆ Travels to communities throughout Nunavut to plan, develop and assist in exhibit production and display
- ◆ Provides training to local community groups on conservation development and requirements.

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5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

Knowledge identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviors and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

These requirements are in reference to the *job*, not the incumbent performing the job.

Contextual Knowledge:

- ◆ Comprehensive knowledge of the requirements for the safe handling and storage of collection items.
- ◆ Comprehensive knowledge of museum theory, standards, practices, and procedures
- ◆ Excellent knowledge of museum and heritage interpretation techniques
- ◆ Proven experience in the recording and tracking of items
- ◆ Knowledge and experience of computer programmes for conservation management
- ◆ Knowledge of Inuit, Nunavut history and culture
- ◆ Knowledge of territorial, federal and international legislation, regulations and policies related to heritage resources

Skills & Abilities:

- ◆ Excellent spatial awareness for creating exhibits and interior design skills
- ◆ Exceptional organisation, communication, and customer service skills
- ◆ Excellent research and writing skills
- ◆ Experience working in cross-cultural environments
- ◆ Experience in project management

These skills and knowledge are normally acquired through:

- ◆ An undergraduate degree in cultural heritage conservation and management with least two years' experience working with Inuit collections.

Assets:

- ◆ A Masters in Conservation of Archaeological and Museum Objects is considered a strong asset
- ◆ The ability to speak Inuktitut and/or Inuinnaqtun is considered a strong asset
- ◆ The ability to speak French is considered an asset

Equivalencies consisting of a combination of education and experience may be considered

This position is considered a position of trust.

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

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Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

- ◆ Travel may be required from time to time to Nunavut communities and to locations outside of Nunavut. Requires handling of average-weight objects and/or standing and/or walking. May require handling of/or assisting with the handling of heavy and/or oversized objects.

Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that disrupt regular work schedules and travel requirements, and conditions that increase the risk of accident, ill health, or physical discomfort.

- ◆ Position often works in an environmentally controlled space.

Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgements to discern something through touch, smell, sight, and/or hearing, and judge speed and accuracy. It may include concentrated levels of attention to details through one or more senses.

- ◆ Incumbent uses their senses in collections storage areas to detect dangers to the collection.

Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

- ◆ This position requires the ability to carry out a wide range of tasks with limited human and financial resources to meet increasing needs and high expectations of service delivery. Tight time frames and multiple demands can be stressful.

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7. CERTIFICATION

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ Supervisor Title</p> <p>_____ Supervisor Signature</p> <p>_____ Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____ Deputy Minister</p> <p>_____ Date</p> <p>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</p>	

8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.

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9. APPENDIX

Position #	Community	Supervising	Distribution Code

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