

- Flexibility of working hours required to meet deadlines and for travel
- Fluent in Cree (desirable); English (essential); French (desirable)

PRINCIPAL RESPONSIBILITIES

- Acts as Chair of ACCI Acquisitions Committee, tracks all new acquisition proposals as outlined in the ACCI Acquisitions Policy and prepares Annual Board reports for new acquisitions and loans.
- Has overall responsibility for maintaining the accurate legal status and insurance requirements for all ACCI collections (museum, library and archives).
- Has overall responsibility for maintaining an accurate inventory for the museum collection including the gun registry.
- Must be present for inspections for representatives from gun control bureau.
- Responsible for cataloging and maintaining all museum collection records (manual and electronic).
- Responsible for generating incoming/outgoing loan agreements; documentation for temporary exhibitions, travelling exhibitions, receipts, object checklists, object condition reports, object labels; obtains and prepares cost estimates and coordinates object packing, crating, shipping and transport schedules.
- Responsible for overseeing and training for art handling and condition inspection of all objects entering or leaving the premises, and verification of object locations.
- Responsible for compiling and entering accurate museum collection data into the collection management database; creates, maintains and updates museum object and source folders; procures and generates collection object reports, letters, and professional correspondence.
- Engages in departmental planning, development and implementation of professional registration guidelines, policy, procedures, protocol and practices.
- Assists with the full range of routine collections management activities, including but not limited to processing, regular inventory audits, storage housing, location tracking, packing and transport, IPM, environmental monitoring, condition reporting, both in storage and exhibition spaces.
- Assists with revision of collections management policies and procedures; participates in organization-wide emergency management planning.
- Participates in exhibition preparation (object selection, text drafting), installation and/or de-installation for permanent and temporary exhibitions; including mount making and physical display preparation as required.
- Assists with coordinating appropriate staff to ensure security of the object collection while on exhibition display or in storage.
- Facilitates inquiries regarding the object collection; coordinates supervision and provides access to the object collection and related documentation to ACCI staff, our Eeyou Istchee communities, students, visitors, and the general public.
- Participates in the grant funded projects.
- Assists with working group on thesauri, authority control, digital asset management and other museum committees.

- Assists with provision of online access to selected records in the collection database; coordinates photographic requirements to organize existing and new object collection images for the digital assets management system.
- Supervises and assists with the training of temporary staff, interns, volunteers, and students.
- Trains staff and other users in the use of the database and cataloguing.
- Participates in museum-wide projects and events as needed.
- Performs other related duties and special projects, as required.

PERSONAL CHARACTERISTICS

- Self-confidence, optimism, persistence, and stamina
- Ability to multitask and meet strict deadlines under pressure
- Excellent oral and written skills
- Commitment to working in a participatory, team-based environment.
- Excellent at planning and organizing
- Strong analytical and problem solving skills
- Ability to build positive relationships with the organization's partners and supporters
- Direct, clear, approachable and compassionate, able to make decisions and compromises with various stakeholders
- An open, friendly communicator with superior interpersonal skills

SALARY AND WORKING CONDITIONS

- 6 month contract
- 35 hours per week
- Annual salary and benefits are based on ACCI salary scale relevant experience and education (starting salary approximately \$45 000 plus special allowance per year)
- Subsidized housing may be available

Please send your application and curriculum vitae via regular mail, fax or email by ***Thursday August 16, 2018 at 5:00 pm*** to the following address:

Laura Phillips
 Coordinator of Collections & Exhibits
 Aanischaaukamikw Cree Cultural Institute
 205 Opemiska Meskino
 P.O./C.P. 1168
 Ouje-Bougoumou, Quebec
 G0W 3C0

Tel: 418-745-2444
Fax: 418-745-2324
Email: laura.phillips@creeculture.ca

We thank everyone that applies, but only the chosen candidates for an interview will be contacted.