

THE TOWN OF PARRY SOUND POSITION DESCRIPTION

POSITION TITLE:

Curatorial & Collections Intern

REPORTING RELATIONSHIP:

This position reports directly to the Bobby Orr Hall of Fame Curator, hereinafter referred to as the "Curator".

PURPOSE OF POSITION:

The Curatorial & Collections Intern will assist the Curator with the implementation of a collections management database system for the Bobby Orr Hall of Fame. Once implemented, the Intern will work on cataloguing the museum collection using the new software, ensuring collections records are complete and up-to-date and creating the corresponding procedural documentation for the cataloguing process. The Intern will also assist the Curator and contracted design firm with the planning and re-design of the Hall of Fame's permanent exhibit in addition to assisting the Curator with planning and implementation of a schedule of rotating exhibits.

SCOPE OF POSITION:

Works within policies and procedures established by Council and directed by the CAO.

RESPONSIBILITIES:

The Intern will be responsible for the following:

1. Work with the Curator to implement a collections management database system for the Hall of Fame's museum and archival collection.
2. As directed by the Curator, catalogue the museum and archival collection in the collections management database and create corresponding process and procedural documentation for collections records. The Intern will ensure that the collection records are complete and up-to-date.
3. Work with the Curator to solicit information from exhibit design and fabrication firms and assist in selecting a design team and brainstorm to re-design the Hall of Fame's permanent exhibit.
4. Work with the Curator and the design team to create a new design and interpretive plan for the Hall of Fame's permanent exhibit.

5. As directed by the Curator, perform research into artifacts in the Hall of Fame collection to support their re-interpretation in the permanent exhibit.
6. Assist the Curator with the planning and execution of a schedule of rotating exhibits.
7. Support the Curator in planning and execution of Induction Ceremony and Celebrity Golf Classic events.
8. Other duties as assigned.

WORKING CONDITIONS:

Work environment has minimal or no disagreeable working conditions; work is in various locations throughout the facility with events conducted both on and offsite; with frequent public contact; and, subject to deadlines and interruptions.

Work is subject to unusual and unscheduled hours.

WORKING RELATIONSHIPS:

1. **With the Bobby Orr Hall of Fame Curator**
Receives direction, guidance and encouragement; discusses plans and priorities. Provides support as needed.
2. **With all staff at the Charles W Stockey Centre and Bobby Orr Hall of Fame**
Works with the entire team in a spirit of co-operation and teamwork, taking direction of specific assignments.

KNOWLEDGE AND SKILL:

- Excellent verbal and written communication skills.
- Strong attention to detail.
- Experience working with museum and/or archival collections and knowledge of care and handling requirements.
- Experience with collections management databases.
- Exceptional customer service skills.
- Ability to perform tasks with minimal supervision.
- Ability to perform multiple, concurrent tasks.
- Ability to work with volunteers and as a member of a team.
- Understanding of the need for confidentiality, tact and discretion in a public environment.

IMPACT OF ERROR:

- Errors (information and clerical) could result in confusion, duplication of effort, misinformation to stakeholders and could result in financial loss and/unfavourable public relations.

CONTROL:

- General policy direction from Council through the CAO; direct supervision from the Curator.