1. Position Identification

<table>
<thead>
<tr>
<th>Position Number</th>
<th>992107</th>
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<tbody>
<tr>
<td>Position Title:</td>
<td>Collections Management System Coordinator</td>
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<tr>
<td>Department:</td>
<td>Legacy Art Galleries</td>
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<tr>
<td>Reports to:</td>
<td>Director, Legacy Art Galleries</td>
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<tr>
<td>Number of Direct/Indirect Reports</td>
<td>Direct___0___  Indirect___0____</td>
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<tr>
<td>Classification Level</td>
<td>SG4</td>
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<tr>
<td>Last Updated</td>
<td>May 2018</td>
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2. Position Summary

The University Art Gallery Legacy Art Galleries (Legacy) assists the academic and cultural development of the university community by preserving and exhibiting art for the pursuit and communication of knowledge. At Legacy Art Galleries art activates research and learning through university and community collaborations. Our exhibitions and programs promote dialogue around issues that matter. With its small but busy staff team, a collection of approximately 20,000 objects and exhibition venues on and off campus, Legacy Art Galleries serves both the university and broader communities through exhibitions, programs, events, teaching, and research. Legacy Art Galleries is committed to representing the values of inclusion and diversity, and the goals of UVic’s Indigenous Plan through its practices and programs.

Reporting to the Director and working closely with the Curator and various other gallery staff and UVic IT staff, the Collections Management System Coordinator’s primary responsibility will be to coordinate the implementation of the new Collections Management System Database which includes overseeing data migration, data standardization, development of a user guideline manual, staff and academic stakeholder training on the database, and development of database templates related to the gallery’s collection management activities. Other responsibilities will include collection accessioning and file management, tracking and management of art loans both incoming and outgoing. As with all positions in the Gallery, the Collections Management System Coordinator will also contribute to the Gallery’s visitor engagement program which includes filling in on front desk greeting and orienting visitors, as needed. This position’s activities are in line with Legacy’s goal to support the academic and community mission of the University through exhibitions, programs, research, stewardship and animation of the collection.

This position has a work week of Tuesday to Saturday, and may involve some occasional evening shifts to accommodate gallery programs and events. This position will be based in the Legacy Gallery downtown but will occasionally also work on campus.

3. Key Responsibilities and Expectations (identify 3 to 5 key responsibilities and expectations for each)

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<thead>
<tr>
<th>Key Responsibilities.</th>
<th>Expectations:</th>
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<td>% of time</td>
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<tr>
<td>Collections Database Implementation Project</td>
<td>Coordinates the implementation project of new Art collections Database:</td>
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| Collections Management 25% | • Assist Curator with collections management duties including:
  o Cataloguing new acquisitions
  o Coordinating accessioning process for new acquisitions
  o Updating collection database records
  o Creating object condition reports
  o Minute taking at Collections Committee
  o Art handling and storage
  o Image requests from external users
  o Updating copyright records
  • Assist with public inquiries and private viewings of collection as necessary
  • Assist with the preparation of loan requests from other institutions – condition reporting, image requests and copyright permission |
| Visitor Engagement 10% | • From time to time works as a member of our Visitor Engagement (front of house) team, which includes:
  o Welcoming guests at reception desk
  o Ensuring security of facility and artwork
  o Engaging public in discussion of the art
  o Assisting with set up for events
  o Representing Legacy at their public events |

4. **Classification Factors:**

*Problem-Solving:*  
Requires ability to solve complex problems related to implementation of database such as customization of fields and templates to meet the museum functions of the gallery. Problem solving related to care, cataloguing, and management of collections is guided by the Curator.
Responsibility for Financial & Material resources:

This position has a responsibility to stay within the $45,000 budget assigned to the database project as dictated by the terms of the grant. The database project is a government funded grant and the position must understand what project expenses are eligible and ineligible. All expenses must be approved by director.

This position consults with Curator and Director on budgetary issues and does not have authority to change budgets.

Responsibility for Human Resources:

This position provides general supervision for some of our student term employees and volunteers who will be assisting with database clean up. Ultimately these student positions report to the Curator but the CMSC may orient and assist them in particular projects especially related to the collections management work.

For the volunteers, this position will schedule and provide work projects, orientation and guidance.

Impact of Decisions and Actions:

Many of this position’s decisions are made collaboratively with the Curator or Director related to how the new system should work in the overall context of the gallery’s needs. This position has to make independent decisions about how the data is standardized, the collection is catalogued and information is represented on the public database. This has a moderate impact to the unit, the university and its reputation based on quality of searchable information. Within supervision of student workers and volunteers, this position’s actions have major impact in terms of providing suitable guidance and mentorship that will serve students well in the future and serve the reputation of the university as the student goes out into the workforce with training received here.

Independence:

Works under the direction of the Curator and or Director and must check in regularly on the database project to ensure decisions are in line with what is required. Works collaboratively with teams related to template, forms and training needs of staff and researchers.

5. Summary of qualifications:

This position requires:

- Bachelor’s Degree in related area (Art history, Museum studies, Anthropology, etc), or equivalent certification in Library, Archival or Information Studies.
- Minimum 2 years museum experience which includes:
  - Collections database administration
  - Applying documentation standards for material culture
  - Collection cataloguing
  - Object handling
  - Project management

Knowledge requirements include:

- Museum standards best practices and ethics
- Collections Management cataloguing, documentation, and nomenclature standards
• Proficiency in Office Suite of computer programs as well as databases

In addition, this position requires:

• Strong analytical, critical thinking and problem solving skills
• Solid communication skills, both written and verbal
• Ability to build and maintain productive working relationships with all stakeholders
• Ability to work independently and collaboratively in a team environment
• Proven track record achieving project goals on time and produce deliverables of a high quality
• Working knowledge and/or enthusiasm to actively increase knowledge and awareness of Indigenous protocols
• Demonstrated administrative and organizational skills
• Demonstrated training skills

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<th>Employee’s Signature:</th>
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<th>Manager's/Supervisor's Signature</th>
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