



4525 47A Avenue
Red Deer, AB T4N 6Z6
P. 587.797.4040
reddeermuseum.com

Red Deer Museum
mag
+ Art Gallery

Registration Assistant - Job Posting

OPEN TO STUDENTS ELIGIBLE FOR THE YOUNG CANADA WORKS PROGRAM

POSITION TITLE: REGISTRATION ASSISTANT

This position is dependent on grant funding.

RATING: Group 3 (\$17.38/hour); full-time (37.5 hours/week); 12-week term
(May 27 to August 23, 2024)

This position is within the scope of the CUPE Collective Agreement 417-06

RESPONDS TO: Collections Manager

GENERAL DESCRIPTION:

The Registration Assistant will assist the Museum Associate and Collections Manager to inventory and move the MAG's Reference Library. The Registration Assistant will verify that the book or periodical is properly documented in the MAG's collections database, as well as checking that there is an entry in the database of the Red Deer Public Library. The Registration Assistant will sort and move the books to their new locations and organize them on the shelves.

KEY RESPONSIBILITY AREAS:

Storage Project (40 %):

- Works with the Museum Associate to assemble similar books which should be stored together.
- Creates and maintains collection records and location files;
- Enters data and updates artifact records;
- Creates reports on various aspects of the collection, as required.
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Museum Registration (40 %):

- Maintains and updates the registration database and object files, using standardized terminology;
- Organizes, arranges and prepares catalogue classifications and finding aids for artefacts;
- Carries out research to support the cataloguing of artifacts;
- Conducts routine collections inventories and condition surveys.



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Organization Liaison (20%)

- Collaborates with Red Deer Public Library staff to facilitate entry, edits and removal of entries from their database to make their listing consistent with what's in the museum reference library
- Reviews the public library's database against the museums listing, updating, removing or entering information as needed

QUALIFICATIONS:

Applicant must meet current Young Canada Works parameters for Building Careers in Heritage.

Recommended Education:

Course work in library sciences or museum studies is an asset. Training in records management as it relates to museums is an asset. Training in museum registration and cataloguing techniques is an asset. Training in preventive conservation and artefact handling is an asset.

Recommended Experience:

- Data entry, records management and computer databases
- Use of numeric tracking and sorting systems
- Inventory counts and organization
- Working as a member of a team

Core Competencies

- Excellent attention to detail
- Fast and accurate typing skills
- Knowledge of social history of Central Alberta
- Excellent organizational skills
- Excellent written and oral communication skills
- Self-motivated yet able to work well in a team environment
- Manual dexterity and fine motor skills for handling delicate items
- This position is quite physical and it requires lifting of boxes weighing up to 25 kg.

A current (within 3 months) '**clear**' **criminal record & vulnerable sector check** is required prior to commencing employment.



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We look forward to learning more about you through the cover letter and resume you will send to:

melanie.berndt@reddeermuseum.com

Melanie Berndt
Collections Manager
4525 47A Ave.,
Red Deer, AB T4N 6Z6
587-797-4040

Applications due May 3, 2023

Applicants are encouraged to create a Young Canada Works YCW profile on the YCW website. The Red Deer Museum + Art Gallery actively welcomes and encourages applications from women, people with disabilities, Indigenous peoples, and visible minorities.

We would like to thank all applications for their interest in this position. Only candidates selected for an interview will be contacted.

MAG's website: www.reddeermuseum.com

About the Red Deer Museum + Art Gallery (MAG) and the City of Red Deer

The MAG strives to be THE Gathering Place for our Community.

In the spirit of reconciliation, the MAG recognizes that this land on which we live and work is at the convergence of Treaty 6 territory, and Treaty 7 territory as well as Métis Region 3. We strive, in the spirit of the Treaties to keep this a place of trust, friendship and promise.

The MAG was established in 1973 as a legacy collection of Red Deer and Central Alberta history and art. Today, through objects and artworks that focus on the traditional culture of our lands and the evolution of the City of Red Deer and surrounds, it continues to play a major role in connecting people to the region and in preserving our history. The MAG cares for a collection of over 65,000 objects which is partly comprised of a significant clothing & textiles collection.

Located in Central Alberta, Red Deer, AB is a city of over 100,000 and has all the amenities you need: great school systems, well-equipped hospitals and health centres. There's always lots to learn at our libraries and museums.