



# THE CORPORATION OF THE COUNTY OF WELLINGTON

Museum and Archives Department

Requires a

## Museum Technician

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Reporting to the Curator, the Museum Technician's role is to provide technical services to the curatorial team in the design, development, and installation of exhibitions, and to prepare advertising and promotional materials.

**The minimum qualifications for this position include:**

- Three year college diploma in museum studies.
- Minimum three years of experience or equivalent in a related museum field working directly in exhibit installation.
- Computer skills with emphasis on CorelDraw, Illustrator, Photoshop, SketchUp, or similar design software.
- Demonstrated knowledge of power tools and standard workshop/carpentry equipment.
- Ability to function as a valuable team player who can communicate well, multi-task and problem solve.
- A valid driver's licence (minimum G2 Class), access to a reliable vehicle, and a satisfactory driver's abstract.
- All new or rehired employees must provide proof of full vaccination against COVID-19 and agreement of the County of Wellington vaccination requirement, prior to commencing employment.

**This position offers a comprehensive benefit package and a salary range of \$57,002.40 to \$66,703 (2022 Non-Union Compensation Grid), based on a 35 hour work week.**

Applicants are invited to submit a cover letter and resume, clearly marked **Posting #042-23 by February 3, 2023 at 4:00 pm.**

**ATTENTION: HR DEPARTMENT**, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9. E: [careers@wellington.ca](mailto:careers@wellington.ca) or F: 519.837.8882. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The County is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.

Alternate formats available upon request.



# COUNTY OF WELLINGTON

## POSITION DESCRIPTION

<b>Title:</b> Museum Technician	<b>Reports to:</b> Curator
<b>Department:</b> Museum and Archives/Wellington Place	<b>Positions Supervised:</b> 0
<b>Effective:</b> March 2003	<b>Revised:</b> January 2023

### **BASIC FUNCTION:**

Reporting to the Curator, the Museum Technician's role is to provide technical services to the curatorial team in the design, development, and installation of exhibitions, and to prepare advertising and promotional materials.

### **PRINCIPAL RESPONSIBILITIES:**

Under the supervision, direction and guidance of the Curator, the Museum Technician has the following duties and responsibilities:

- Install in-house, travelling and on loan museum exhibitions and contemporary art shows and resolve problems of design or installation.
- Custom design, construct and maintain cases, plinths, mounts, crates.
- Recommend and/or install lighting and audio-visual equipment in exhibit galleries.
- Prepare galleries (e.g. move cases, patch and paint walls, adjust lighting).
- Assist with receiving and shipments of exhibitions.
- Prepare exhibit support material (e.g. photographs, graphics, labels).
- Perform photographic copy work.
- Responsible for maintaining supplies for above responsibilities.
- Assist with exhibit openings and special events.
- Perform related duties as required.

### **PROBLEM SOLVING RESPONSIBILITIES:**

- Problems can be solved by following existing policies and procedures, past practices, and consulting with curatorial team.

### **CONTACTS:**

#### **Internal**

- Other staff (daily)

#### **External**

- Public (weekly)
- Contractors, businesses (weekly)

**MINIMUM QUALIFICATIONS:**

- Three year college diploma in museum studies.
- Minimum three years of experience or equivalent in a related museum field working directly in exhibit installation.
- Computer skills with emphasis on CorelDraw, Illustrator, Photoshop, SketchUp, or similar design software.
- Demonstrated knowledge of power tools and standard workshop/carpentry equipment.
- Ability to function as a valuable team player who can communicate well, multi-task and problem solve.
- A valid driver's licence (minimum G2 Class), access to a reliable vehicle, and a satisfactory driver's abstract.

**OTHER:**

- Position will be based at the Wellington County Museum and Archives.
- Regular work week – 35 hours per week with occasional evening and weekend hours.