

## Indigenous Collections Cataloguing Volunteer

Join our Indigenous Engagement division learn more about our Indigenous collections, as well as best practices in museum cataloguing and database management.

### Qualifications

- Computer proficiency required, with previous database experience strongly preferred
- Thorough and meticulous data entry skills with attention to detail and accuracy
- Commitment to developing skills and abilities for a career in the museum field
- Experience/proficiency in photography is an asset
- Sewing and/or textile background an asset for artifact description
- History, Anthropology and/or Indigenous studies or interest an asset
- Additional assets: ability to lift objects up to 30 lbs (15 kg)

### Responsibilities

- Catalogue the objects in The Museum System (TMS) database with adherence to standard cataloguing and naming conventions
- Apply accession numbers to the artifacts, using methods appropriate to each object
- Photograph each object, uploading the photos to the database and backup folders
- Create object-specific storage containers for artifacts, and enter location into TMS
- Conduct preliminary research on relevant objects, entering the information into TMS
- Adhere to artifact handling, conservation and security guidelines

### Rewards

- Training in standard museum collections management including: TMS, accessioning, cataloguing and preventive conservation storage practices
- Hands-on experience handling, documenting and storing artifacts
- Make connections with other museum professionals
- Satisfaction of contributing to development and maintenance of museum collection

*Volunteer experience will also help build basic workplace skills development:*

- Fundamental Skills (managing information)
- Personal Management Skills (flexibility, adaptability, time management)
- Teamwork Skills (working with others and contributing to projects & tasks)

### Time Commitment

- One shift per week (min. 5 hours) for a minimum 6-month commitment
- Weekdays (Tuesday, Wednesdays, Fridays preferred) between 8:30am to 4:30pm