



BROCKVILLE MUSEUM
ADMINISTRATIVE ASSISTANT/REGISTRAR
\$35,626 - \$46,810 (35 hour work week)

Plus a comprehensive benefit package and OMERS pension plan

The Administrative Assistant/Registrar is primarily responsible for the care and maintenance of the museum's object, archival, and research collection, including cataloguing objects, managing the museum's online catalogue database (MINISIS), overseeing and assisting with research requests, and the training and supervision of collection and research volunteers. The Administrative Assistant/Registrar also performs basic financial management for the museum including cash handling, reconciling transactions, and preparing purchase orders and deposits. Additional clerical duties include researching and compiling statistical data as required, preparing reports, responding to general inquiries, and processing information relating to events and programs as required. As a member of the museum team, the Administrative Assistant/Registrar will also perform other related duties as required.

The ideal candidate will have a relevant university degree in addition to formal training in museum collections management, with sound understanding and application of proper care and handling techniques, cataloguing procedures, and experience working with a museum catalogue database. Superior problem solving skills, research skills, communication skills (written and oral), customer service skills, organizational skills, and attention to detail are essential. Prospective candidates should also have sound numeracy skills, experience handling money and reconciling deposits, and proficiency with Microsoft Excel, Word, and Outlook.

The personal information submitted is collected under the authority of The Municipal Act and is protected under the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only. The municipality is an equal opportunity employer following the rules and regulations set out by the Human Rights Code and the Integrated Accessibility Standard Regulation. For applicants with a disability, accommodations are available upon request in the recruitment process should you be selected to participate.

Interested and qualified candidates should submit your application marked "Brockville Museum Administrative Assistant/Registrar" on/before 4:00 p.m. on Friday, June 21, 2019 to the following:

Human Resources Department
City Hall, P.O. Box 5000
1 King Street West
Brockville, ON K6V 7A5

email: hr@brockville.com

The City wishes to thank all applicants and advises that only those chosen for an interview will be contacted.