



**The City of Trail  
Trail Museum and Archives**

**COLLECTIONS COORDINATOR  
(Part-Time)**

The City of Trail is seeking a qualified, team orientated individual to fill the part-time position (30 hours/week) of ***Collections Coordinator***.

Reporting to the Museum and Archives Manager or other designated individuals, the Collections Coordinator is responsible for the coordination of the Trail Historical Society's artifact and archival collection and the day to day operations of the archives office. The Collections Coordinator serves as a key representative of the Trail Museum and Archives, acting as a liaison with the public on matters pertaining to Trail's heritage and tangible culture.

Some of the Qualifications for this position include:

1. Completion of Grade 12 senior secondary school or equivalent, supplemented by a degree or diploma in a relevant field of study, including but not limited to record management and Museum and Archival Studies and/or Cultural Resource Management.
2. Tourism/Visitor Information Counsellor (SuperHost) certification.
3. Five years of experience in the archives industry.
4. Knowledge of collections management systems software.
5. Physically capable of lifting 35 lbs. from floor to table height and 20 lbs. from table to head height.

A detailed job description outlining the specific duties and qualifications for the position more fully is attached.

The wages for this CUPE Local 2087 position are as per Letter of Understanding #13 of the Collective Agreement between CUPE Local 2087 and the City of Trail (\$23.93 per hour).

Applicants are invited to submit a letter of application accompanied by a detailed resume by 4:30 pm on Monday, November 30 to [hr@trail.ca](mailto:hr@trail.ca).

*The City would like to thank all applicants for their interest; however, only those selected for an interview will be contacted.*

*The City of Trail*

**JOB DESCRIPTION**

**TITLE:** **COLLECTIONS COORDINATOR (PART-TIME)**

**DEPARTMENT:** **ADMINISTRATION**

**REPORTS TO:** **MUSEUM AND ARCHIVES MANAGER**

> *This position is within the Bargaining Unit - CUPE, Local 2087*

***POSITION SUMMARY:***

The Collections Coordinator (CC) is responsible for the coordination of the Trail Historical Society's artifact and archival collection (the "Collections") and the day to day operations of the archives office. Reporting to the Museum and Archives Manager (MAM), the CC serves as a key representative of the Trail Museum and Archives, acting as a liaison with the public on matters pertaining to Trail's heritage and tangible culture. The CC keeps immaculate manual and electronic records, in keeping with current collections management best practices. The CC also assists the MAM by providing customer service and administrative functions associated with the operation of the Trail Visitor Information Centre (VIC).

***SPECIFIC DUTIES:***

1. Coordinates, under the direction of the MAM, the safekeeping of the Trail Historical Society's artifact collections (Museum and Sports) and archival records, including acquisition, documentation, storage, conservation, appraisal, research and recommendation of objects for deaccessioning, according to best practices. This includes regular inspection of collection elements in storage located at City Hall (1394 Pine Avenue) and the Sports Hall of Memories located in the Trail Memorial Centre (1051 Victoria Street).
2. Management of the Collections database software (DB/TextWorks) and all relevant donor records.
3. Development of policies and procedures related to the use of the Collections in conjunction with the MAM and Trail Historical Society.
4. Works collaboratively, through regular reporting, with the Trail Historical Society to meet goals of the strategic collections plan. This will involve regular interaction with the Trail Historical Society on issues pertaining to the Collections.
5. Makes recommendations to the MAM for the purpose of enhancing or improving service delivery with respect to access, programming or funding opportunities.
6. Provides support, when necessary, in the development of programming, exhibitions and special events.

7. Provides support to researchers and visitors to the archives, maintaining accurate statistics and ensuring the safety and preservation of the collections. This includes tracking time for the purpose of invoicing and fulfilling photographic reprint orders.
8. Trains and supervises volunteers of the archives.
9. Works with the MAM and Trail & District Public Library staff to provide educational programs, develop exhibits, and promote the archives to the community through multiple means of communication and media.
10. Seeks opportunities for grant funding and prepares funding proposals.
11. Assists the MAM with the day-to-day operations of the VIC, responding to queries for visitor information and promoting tourism products specific to the region that enhance and extend visitor stays or encourage return visits.
12. Attends meetings, workshops, seminars and other organized activities related to the work as required.
13. Provides relief for the MAM position when required due to absence.
14. Other responsibilities as assigned by the MAM.

#### ***QUALIFICATIONS:***

1. Completion of Grade 12 senior secondary school or equivalent, supplemented by a degree or diploma in a relevant field of study, including but not limited to record management and Museum and Archival Studies and/or Cultural Resource Management. Thorough knowledge of Canadian Professional archive standards and principles, appraisal, arrangement, creation of archival finding aids and basic conservation techniques and ethics.
2. Tourism/Visitor Information Counsellor (SuperHost) certification.
3. Proficiency in the use of software, specifically collections management programs, Microsoft Office, Excel and other related packages that support these functions.
4. Five years of experience in the archives industry.
5. Class 5 BC driver's license
6. Equivalent combination of training and experience.
7. Physically capable of lifting 35 lbs. from floor to table height and 20 lbs. from table to head height.

#### ***COMPETENCIES:***

1. A strong interest in local history and a desire to connect people with Trail's history.
2. Excellent organizational skills and a demonstrated ability to set priorities and meet deadlines.

3. Ability to work under pressure and exercise sound decision-making under limited supervision.
4. Demonstrated ability to work well with people, the public, and groups with varying degrees of knowledge and skills.
5. Proven verbal and written communication skills, as well as public speaking skills.
6. Proven change and transition skills and general desire to constantly strive for improved methods of delivering service and being aware of ongoing changes within the heritage industry.
7. Willingness to work flexible hours to meet the needs of the department and organization.

***WAGES:***

As per the Collective Agreement.

***HOURS OF WORK:***

30 hours per week

Approved by:

  
\_\_\_\_\_  
CUPE, Local 2087

Date: December 15, 2017

  
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City of Trail

Date: December 14, 2017