

We're Recruiting For...

Collections Management Intern

This position is intended to provide a student studying at an undergraduate level with a working introduction to collections management functions within a public art museum and to gain experience working with fine art collections, a large collections database, and re-housing of works of art on paper (Prints, photographs, drawings, watercolours, archival documents) in the permanent collection. The experience of working within a professional museum environment will provide the student with valuable work experience in a creative setting and, specifically, knowledge of gallery registration methods, preventative conservation practices, care and handling of art, and storage methods for works of art on paper.

Duties will include, but are not limited to:

The individual will work closely with the Registrar, Conservation Technician, and Preparator of the Confederation Centre Art Gallery to assist in processing new acquisitions to the permanent collection, and moving and rehousing of works of art on paper, archival documents, a collection of ceramics, and memorabilia related to the Canadian artist Robert Harris (1849-1919). to upgraded storage fixtures including re-boxing, re-shelving, and updating collection object location records. The Collections Management assistant will also assist with exhibition installations for introduction to care and handling and movement of works of art, as well as develop and implement a system for the gallery research library and catalogue publications.

Measurable Outcomes:

The experience of working within a professional museum environment will provide the student with valuable work experience in a creative setting and, specifically, knowledge of gallery registration methods, preventative conservation practices and collections storage solutions. It will include an opportunity to upgrade permanent storage solutions for collection or works of art on paper, smaller objects, and introduction to electronic database on the art collection. These goals are measurable in terms of quantity to be completed; and the supervision and training will ensure the quality of the results.

How To Apply

By email to the attention of Sam Doyle, HR Manager at careers@confederationcentre.com or in hard copy during regular business hours at the Security Desk of the Administration Offices located at **145 Richmond Street** in Charlottetown.

Confederation Centre of the Arts is committed to promoting a diverse workplace culture. We encourage applications from the BIPOC community, persons with disabilities, and other under-represented groups.

Where requested, we will provide accommodations to candidates for all aspects of the recruitment and selection process.

Closing Date: June 8th, 2021