



Western Development Museum  
North Battleford

Box 183, Hwys 16 & 40  
North Battleford, SK S9A 2Y1

P: 306-445-8033  
W: wdm.ca

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## The Western Development Museum - North Battleford is seeking an Exhibits Maintenance and Collections Care Technician

**Are you a person** who likes to build and fix things? **Do you take pride** in your work, ensuring the smallest details are always done right? **Are you passionate** about creating exceptional spaces where visitors feel welcomed and safe? ***If so, we might like to meet you.***

We are looking for an Exhibits Maintenance and Collections Care Technician to assist the WDM in achieving its public trust responsibilities by ensuring indoor and outdoor exhibits and gallery spaces and cleanliness of the Collection are maintained to a high standard.

Our Exhibits Maintenance and Collections Care Technician is responsible for:

- Inspecting Museum exhibits, artifacts, gallery spaces and outdoor exhibit areas regularly, documenting and reporting per established procedures.
- Cleaning and caring for artifacts and exhibits. Undertaking minor repairs to exhibits.
- Maintaining current inventory of exhibit building materials, tools and equipment.
- Ensuring the safety and integrity of the collection when handling and/or transporting artifacts.

We are looking for an Exhibits Maintenance and Collections Care Technician who is:

- Experienced with power tools and machinery, including fork and aerial lifts.
- Willing and able to undertake the completion of projects and repairs. Carpentry skills and aptitude for repairs in an asset.
- Capable of working both indoors and outdoors in all seasons.
- Physical condition adequate for accomplishing all responsibilities including the ability to lift between 16 kg (35 lbs) and 23 kg (50 lbs) and move up to 45 kg (100 lbs); and, to negotiate stairs or ladders, awkward spaces, and work safely at heights.
- Able to work willingly as a team member in a collaborative environment with many people.
- A strong communicator - both orally and in writing. Excellent computer skills.

The detailed job description outlining required skills, qualifications, and hours of work is attached. The salary range is \$41,600 - \$52,676 per year. The work schedule is 72 hours per 2-week pay period. The WDM provides paid sick leave as well as employer paid health/dental benefits. WDM employees belong to the Public Employees Pension Plan with employee contributions being matched by the employer.

If you're interested in joining our team, please submit your resume and cover letter outlining your qualifications and experience to [nbcareers@wdm.ca](mailto:nbcareers@wdm.ca)

**Applications must be received by October 3, 2022.**

**Apply to:**

Exhibits Maintenance and Collections Care Technician Selection Committee  
WDM North Battleford  
P.O. Box 183  
North Battleford SK S0M 0E0

*We thank everyone interested in this position but will only be contacting selected applicants.*

Job Title: <b>Exhibits Maintenance and Collections Care Technician</b>	Job Code: NB 4.4 MT
	Approved: October 15, 2021
Supervisor: Facility and Safety Supervisor	
Direct Reports: Summer students, volunteers	

**Position Mandate:** Assists the WDM in achieving its public trust responsibilities by ensuring indoor and outdoor exhibits and gallery spaces and cleanliness of the collection are maintained to a high standard. Performs the tasks necessary for daily care and upkeep of artifacts, exhibits and gallery spaces. Coordinates and conducts repairs when required.

### Representative Duties

#### Exhibit Maintenance

- Works with staff and volunteers to construct, install and repair outdoor exhibit buildings and indoor galleries.
- Inspects Museum exhibits, artifacts, gallery spaces and outdoor exhibit areas regularly, documenting and reporting per established procedures.
- Undertakes minor repairs to exhibits whenever possible. Acquires parts, equipment and/or external assistance as and where required.
- Plans and documents maintenance projects on artifact and exhibit buildings in consultation with the Collections Manager, Director of Exhibits and Facility and Safety Supervisor as per established procedures.
- Uses mechanical drawings, schematics and product manuals where possible when repairing and maintaining exhibit components including audio visual systems.
- Coordinates the set-up and tear-down of temporary/travelling exhibits with appropriate staff.
- Ensures the safety and integrity of the collection when handling and/or transporting artifacts.
- Assists in constructing and installing exhibit structures and other elements as directed.
- Assists with the exhibit needs of special events and rental functions as required.
- Maintains a current inventory of exhibit building materials, tools and equipment. Orders supplies as needed.
- Works in the exhibit storage area, handling the forklift, aerial lift and various other equipment to move and store exhibit related items and materials.
- Processes purchase orders, expense forms, requests for quotes, etc. for exhibit related purchases.
- Coordinates the opening and closing procedures for the Heritage Village.
- Opens and closes exhibit spaces in accordance with the Museum's public hours.
- Keeps accurate exhibit maintenance records per WDM and/or loaning institution procedures.
- Assists in overseeing volunteer shop usage for projects pertaining to exhibits.
- Dusts and cleans artifacts, exhibit environments and artifact storage areas, per museum standards.
- Periodically inventories the collection inside the Museum and in the village, providing visual confirmation of artifacts' existence and state.
- Undertakes special projects to preserve and protect the artifacts as assigned by the Facility and Safety Supervisor.

## **Education and Experience**

The position requires a minimum 5 - 6 years of pertinent experience and a valid class 5 driver's license. Grade 12 or equivalent and/or work experience in a museum or gallery is a definite asset. An equivalent combination of education and experience will be considered. Computer skills are required.

## **Accountabilities**

- Directions from the Facility and Safety Supervisor are followed, and they receive relevant and timely information as per established procedures.
- Exhibits are well maintained and displayed to best advantage.
- Damage, loss and deterioration of artifacts and exhibits are identified and reported, and subsequent instructions are followed.
- Information regarding artifacts and exhibits are understood and considered when cleaning them.
- The safety and integrity of the collection is maintained through adherence to museum standards.
- Exhibits are physically accessible and artifact security and visitor safety are maintained.
- Repairs to exhibits are identified, documented and undertaken as expediently as possible and with the best resources available.
- Available information regarding exhibits and artifacts are considered when maintaining or repairing them.
- Exhibit warehouse space and equipment are used appropriately and safely.
- The incumbent's work areas are maintained in a professional and organized manner. Project work areas are always cleaned after usage.
- Willing to take direction from supervisors and they receive relevant and timely information as per established procedures.
- Staff receive the assistance they need to deliver services under tight timelines as requested.
- Positive and professional relationships and communications with internal and external contacts essential to performing the position's duties are established and maintained.
- Staff, volunteer, visitor, and public observations regarding the incumbent are positive and appreciative.
- Occupational health and safety requirements are maintained.
- Policies, procedures, laws and regulations relevant to the position are followed.
- Temporary and/or casual staff understand their assignments and have both the training and resources needed to complete them satisfactorily and safely.

## **Job Scope**

Plans and prioritizes own workflow to complete a range of assignments with competing deadlines and priorities. Undertakes a variety of routine duties, working with established policies, guidelines and procedures. Applies some discretion when performing assigned tasks per established standards.

## **Effort**

The work flow is very steady and occasionally experiences high volumes of work requiring the coordination of work with others. Work often requires sustained physical effort. Must meet deadlines on a routine basis. Work can measurably be affected by several functions within the museum and many problems are addressed through solutions involving a variety of possible approaches where outcomes are unknown. This may cause moderate stress.

## **Working Conditions**

The incumbent works in a shop environment and in all the museum's exhibit areas, including outdoor exhibits, on a routine basis. The work is moderately physical and includes the use of power tools and equipment. Frequently lifts moderately heavy loads and uses readily available assistance when handling heavy loads. Occasionally works at heights.