

## **THE TOWN OF PARRY SOUND POSITION DESCRIPTION**

### **POSITION TITLE:**

Curatorial & Collections Intern

### **REPORTING RELATIONSHIP:**

This position reports directly to the Bobby Orr Hall of Fame Curator, hereinafter referred to as the "Curator".

### **PURPOSE OF POSITION:**

The Curatorial & Collections Intern will assist the Curator with the implementation of an entirely new exhibition at the Bobby Orr Hall of Fame. The intern will assist with the development of new policies and procedures related to operating the new exhibition. The Intern will conduct visitor studies both before and after the grant re-opening both by monitoring visitors in the gallery and conducting post-visit interviews and administering questionnaires. In conjunction with front-line staff, the Intern will develop and implement a new system for tracking visitor motivations and demographics. The Intern will also assist with documenting the collection in a collections management database following established policies and procedures.

### **SCOPE OF POSITION:**

Works within policies and procedures established by Council and directed by the CAO.

### **RESPONSIBILITIES:**

The Intern will be responsible for the following:

1. Work with the Curator on the implementation of a new Bobby Orr Hall of Fame exhibition including developing policies and procedures for staff.
2. Work with the Curator to develop and conduct visitor studies through a variety of means including watching how visitors interact with the exhibition, post-visit interviews and questionnaires. The Intern will prepare reports and make recommendations based on their findings.
3. As directed by the Curator, implement a new system for tracking visitor motivations and demographics, preparing reports and compiling statistics based on their findings.
4. As directed by the Curator, catalogue the museum and archival collection

- in the collections management database and update corresponding process and procedural documentation for collections records as required. The Intern will ensure that the collection records are complete and up to date.
5. Support the Curator in planning and execution of Induction Ceremony, Celebrity Golf Classic and other fundraising events to support the exhibition project.
  6. Other duties as assigned.

### **WORKING CONDITIONS:**

Work environment has minimal or no disagreeable working conditions; work is in various locations throughout the facility with events conducted both on and offsite; with frequent public contact; and, subject to deadlines and interruptions.

Work is subject to unusual and unscheduled hours.

### **WORKING RELATIONSHIPS:**

1. **With the Bobby Orr Hall of Fame Curator**  
Receives direction, guidance and encouragement; discusses plans and priorities. Provides support as needed.
2. **With all staff at the Charles W Stockey Centre and Bobby Orr Hall of Fame**  
Works with the entire team in a spirit of co-operation and teamwork, taking direction of specific assignments.

### **KNOWLEDGE AND SKILL:**

- A post-secondary degree or diploma in a relevant field.
- Excellent verbal and written communication skills.
- Strong attention to detail.
- Experience working with museum and/or archival collections and knowledge of care and handling requirements.
- Experience with collections management databases.
- Exceptional customer service skills.
- Ability to perform tasks with minimal supervision.
- Ability to perform multiple, concurrent tasks.
- Ability to work with volunteers and as a member of a team.
- Understanding of the need for confidentiality, tact and discretion in a public environment.

**IMPACT OF ERROR:**

- Errors (information and clerical) could result in confusion, duplication of effort, misinformation to stakeholders and could result in financial loss and/unfavourable public relations.

**CONTROL:**

- General policy direction from Council through the CAO; direct supervision from the Curator.