

# JOB DESCRIPTION

Benchmark Job #147

---

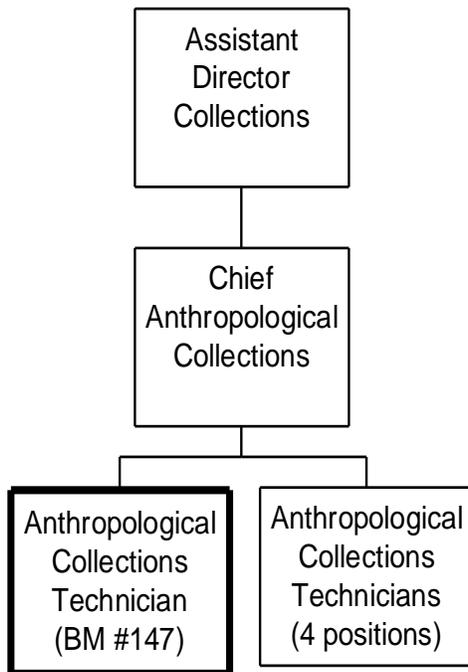
Ministry:	Small Business, Tourism & Culture	Working Title:	<b>Anthropological Collections Technician</b>
Branch:	Royal BC Museum	Level:	Range 15
Location:	Victoria	Classification:	Heritage Resource Officer

## PRIMARY FUNCTION

To assess, register, identify, classify, catalogue and organize anthropological collections and associated data, and to provide for professional and public use of the collections.

## JOB DUTIES AND TASKS

1. Maintains ethnographic artifacts and associated data
  - a. assesses, registers, stores, organizes and takes inventory of anthropological collections and associated data according to program standards
  - b. identifies, classifies and catalogues ethnographic artifacts according to various fields such as object name, object type, category, material and culture
  - c. assesses First Peoples requests regarding ceremonial or religious artifacts
  - d. monitors temperature, relative humidity and insect activity in collections area
2. Provides for professional and public usage of anthropological collections
  - a. locates, retrieves and puts away collections material
  - b. conducts artifact record and associated data searches on collections databases
  - c. provides physical access to ethnographic and audio-visual collections
  - d. instructs and monitors uses in handling techniques
  - e. participates in workshops and demonstrations
3. Performs other related duties
  - a. conducts collections transactions including loans and transfers etc. by assembling, packing and crating artifacts according to established procedures
  - b. enters, retrieves, compiles and summarizes data and information on collections using manual and computerized systems
  - c. writes reports as required
  - d. provides formal instruction to volunteers on museum collection procedures and legislation
  - e. responds to enquiries from other staff and the general public
  - f. builds packing crates using tools such as table saw and drill
  - g. provides summary of anthropological collection's needs for input to section budget
  - h. accesses petty cash to purchase supplies



## REASON FOR CLASSIFICATION

Benchmark Job #147

Job Title: Anthropology Collections Technician

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Have a practical understanding of classifying B.C. First Nation's artifacts to identify and catalogue artifacts in the museum collection to ensure proper storage, handling and transport.</p>	F	190
2	<p><b>MENTAL DEMANDS</b> Judgement to apply structured study, analysis and interpretation of B.C. First Nation's artifacts to determine object name and type, category, material and culture, in order to catalogue museum collection, and choose an approach using a combination of accepted techniques and procedures to ensure proper storage and handling.</p>	E	150
3	<p><b>INTERPERSONAL COMMUNICATION SKILLS</b> Discretion required to exchange technical information needing an explanation of the care and handling of collection artifacts with professionals and the public.</p>	C	30
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Some coordination and dexterity required to use common hand and power tools such as table saw to build crates.</p>	B	10
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by general procedures and museum program standards, selects alternative course of action to classify and catalogue artifacts and select proper storage and handling techniques for them.</p>	D	75
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Some financial responsibility to provide input to section budget by providing a summary of anthropological collections needs.</p>	C	15
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Significant responsibility to control physical assets by classifying, organizing and storing museum collection of artifacts.</p>	D	22.5

# REASON FOR CLASSIFICATION

Benchmark Job #147

Job Title: Anthropology Collections Technician

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to provide formal instruction to volunteers on museum collection procedures and legislation.	B	9
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Moderate care and attention to for the indirect well being of others by projecting and providing anthropological collections for public use.	C	15
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused attention to detail to frequently visually scrutinize artifacts to identify and classify.	C	12
11	<b>PHYSICAL EFFORT</b> Relatively heavy physical effort to regularly lift, carry, push and pull moderate weight artifacts.	D	18
12	<b>SURROUNDINGS</b> Exposure to office setting with minimal disagreeable elements.	A	2
13	<b>HAZARDS</b> Limited exposure to hazards from regular lifting and carrying of moderate weight artifacts.	B	4

**Total Points: 552.5**

**Level: Range 15**