

## Cataloguer

In order to understand artifact handling, cataloguing, and preservation, initially working with a mentor and following written protocols, the employee will:

- 1) Photograph, measure, research and label Museum objects and artifacts and enter this data into the PastPerfect system according to the Museum protocols.
- 2) Update all manual records associated with this item or items.
- 3) Handle all artifacts in accordance with Museum protocols.
- 4) In accordance with Museum protocols, respond to inquiries from the public received while in the Museum.
- 5) In accordance with Museum protocols allow access to the Public and present prepared information.
- 6) Maintain the Museum displays and working area according to Museum protocols.
- 7) Maintain work and visitor records according to Museum protocols.
- 8) Adhere to all safety protocols including Covid 19 as well as standard workplace practises.

Support for jobs which or in

- 1) Rural Communities
- 2) Support Tourism
- 3) Are not for profit
- 4) Support Small Business