



Job Posting: Cataloguing Assistant (Temporary Full-Time)

Term: 12 months

Location: On-site

Hours: 35 hours/week, Monday-Friday. Some weekends or evenings may be required.

Wage: \$20/hour

The Canadian Clay & Glass Gallery, Waterloo, Ontario, is searching for a Cataloguing Assistant for a temporary full-time contract as we undertake a digitization project to share a portion of our Permanent Collection online.

The ideal candidate will be a collaborative, organized cataloguing assistant who will be responsible for object photography, catalogue clean-up, document filing, research, writing, and implementation of the Gallery's PastPerfect Public Access site. This position reports directly to the Executive Director. This is a full time, 5-day a week position for a term of 12 months. Due to the nature of the position, work must be completed on site at the Gallery in Waterloo.

The Canadian Clay and Glass Gallery invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment. Individuals are invited to self-identify in their applications.

Key Accountabilities

- Preparing approximately 300 objects in our PastPerfect Web Edition database for sharing through Public Access
- Photographing 3-dimensional objects
- Basic photograph editing
- Ensuring appropriate handling of collections objects
- Researching artworks and artists, and drafting object descriptions and artist biographies
- Sharing relevant catalogue information with translator and entering French translations in database
- Ensuring confidentiality of all private information in the Gallery's database
- Implementing PastPerfect Public Access

Required Qualifications

- Relevant degree or diploma in fine arts, art history, museum studies, or related fields
- Museum experience in handling and cataloguing fine art collections
- Knowledge of Canadian ceramics, glass, or craft mediums an asset
- Experience with Past Perfect Web Edition and Public Access an asset
- Experience photographing art and basic photo editing an asset
- French fluency an asset
- Computer knowledge of Microsoft Office and Photoshop

Knowledge/Skills

- Knowledge of current practices in the proper handling of art works
- Knowledge of contemporary and historical art locally and nationally
- Ability to do scholarly research and to write quality text
- Ability to communicate effectively both orally and in writing with respect to historical and contemporary artworks
- Ability to work with minimal supervision in a team environment
- Highly developed organizational skills with strong attention to detail
- Ability to work on multiple tasks simultaneously

To apply, send in one PDF document the following before May 19, 2023:

- Cover letter
- Detailed curriculum vitae or resume

To Denis Longchamps, Executive Director, at director@theclayandglass.ca, quoting "Cataloguing Assistant" in the subject line.

Please note that only the candidates selected for an interview will be contacted.

About the Canadian Clay & Glass Gallery

The Canadian Clay & Glass Gallery is a long-standing site of excellence and a destination for contemporary art for international tourists and regional citizens. We present critically acclaimed exhibitions that challenge ideas and perceptions of the definitions of art, craft and design today. The Gallery is a relevant and dynamic cultural organization providing supportive education programs to people from across the region. Using exhibitions as a starting point, individuals develop arts vocabulary and appreciation and cultivate confidence in their interpretation of contemporary artworks. For more information, visit: www.theclayandglass.ca.