



POSITION DESCRIPTION

Title: Coordinator, Digitization and Collections
Reports to: Director, Heritage Services
Location: Golf Canada Head Office
Status: Contract – 6 months
Ideal Start Date: February 14, 2022

OVERVIEW:

This 6-month contract position will be responsible for digitizing photographs within our collection and inputting the data into our collections management software

PRIMARY DUTIES:

- 1. Digitization 50%**
 - Photographing artifacts
 - Scanning images (slides, negatives, prints)
 - Uploading images to our online photo system and accurately captioning

- 2. Collections 50%**
 - Accession artifacts into our collections management software
 - Store items appropriately using best handling methods

OTHER DUTIES:

- Must be able to prioritize activities based on internal requests for information
- Research requests

REQUIRED SKILLS, KNOWLEDGE, & ABILITIES:

- Must be able to work on ones own
- Repetition of tasks
- Monitor output and ensure accuracy
- Must be proficient in editing/correcting images (ie, photoshop)
- Data entry into collections management system (InMagic, Argus, etc.)
- Time management
- Experience working with a mixed collection
- No prior golf knowledge required but is considered an asset

NOTE: The Golf Canada's regular hours of work are 40 hours per week, namely Monday to Friday, 8 hours a day and 5 days a week including a one-hour lunch. However, the demands of your position may mean that your hours of work will vary, may be irregular and will be the hours required to meet the objectives of your employment.

Golf Canada is committed to a working environment which is free from discrimination and harassment and is inclusive and respectful of individual differences and strengths.

APPLICATION DETAILS:

Golf Canada - Human Resources
1333 Dorval Drive, Suite 1
Oakville, ON L6M 4X7
Email: resumes@golfcanada.ca
Visit: www.golfcanada.ca

One (1) position available. Golf Canada will interview up to six (6) candidates. Forward cover letter and resume, by e-mail or mail only, **NO PHONE CALLS PLEASE** to the above contact by **11:59pm, January 30th, 2022**. Golf Canada thanks all applicants but will contact only those who will be invited for an interview.

Golf Canada is committed to providing a safe environment for all, especially children. All applicants will be thoroughly screened using background checks and a review process.

Golf Canada is dedicated to employment equity and fostering diversity within the workplace in order to build an inclusive workforce where all employees have the opportunity to reach their potential.

Golf Canada's core values are "Fun, Excellence, Inclusion, Respect, Accountability" and while these are included in each employee's offer of employment and annual employment letters, these core values are also an integral part of the Golf Canada's recruitment, hiring and annual review process.

Golf Canada is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation during any stage of the recruitment process, please notify Human Resources at 905-849-9700.