



**- HERITAGE COLLECTION -
JOB DESCRIPTION**

Function	Appointee to the EAC Board Collect, catalogue and arrange for storage of embroidered artifacts donated to EAC
Length of Commitment	Minimum two-year term, to be extended in two-year increments upon Board invitation but this can be extended as this is an appointment not an elected position
Duties	To be aware of and understand the EAC Heritage Collection Policy To be aware of museum standards To maintain and update acquisitions to the collection To keep accurate records of the collection To maintain and update duplicate visual records of the collection To keep the membership informed of the collection and any new acquisitions through <i>Embroidery Canada</i> and updating audiovisual collection To be prepared to give slide presentations and set up displays of the collection Write and submit reports for the semi-annual Board meetings Final year of term: Work with new appointee to learn position for a smooth transition
Time Commitment	Once the backlog of the collection is accessioned, photographed and stored, it should only take about ten hours per month
Meetings to Attend	None required, but may attend semi-annual Board meetings and AGM at own expense unless specifically requested by the Board

Skills Required

Basic conservation knowledge
Photography expertise
Box making
Typing and/or computer skills
Organizational skills

Skills Developed

Increased awareness of historical aspects of embroidery
Increased conservation skills

HERITAGE COLLECTION - TIMELINE

January	Submit photo of a collection piece for centrefold of <i>Embroidery Canada</i>
February	
March	
April	Prepare and submit report for May Board meeting
May	
June	
July	
August	
September	
October	Prepare and submit report for fall Board meeting
November	
December	
Ongoing	Maintain and update acquisitions to the collection