



**Providence
Health Care**

How you want to be treated.

We're expanding our Art Cataloguing Volunteer team at St Paul's Hospital



Join our team of Art Cataloguing Volunteers, as we advance towards our goal of completing the cataloguing our collection of over 800 artworks – gathering existing digital information while verifying, measuring and photographing artworks on-site.

At Providence Health Care (PHC) we acknowledge the profound impact of art on healing and well-being. With over 800 artworks, archives, artifacts, and public art, we are cultivating an environment where art is an intrinsic part of our mission legacy and culture.

Our vision is to enhance wellbeing and foster connection through the intentional integration of art at PHC. We aim to nurture cultural safety, storytelling, and community engagement while advancing our mission-focused culture and transforming our spaces into places of healing and belonging.

The meticulous cataloguing of all artworks plays an invaluable role as we prepare to move to our new building. Join us and be a part of this vital undertaking! Role description and application details on next page.

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providencehealthcare.org



**St Paul's Hospital
Volunteer Art Cataloguer Position Description**

Position Title:	Volunteer Art Cataloguer
Objectives:	Cataloguing of all artworks at Providence Health Care (PHC), starting at St. Paul's Hospital.
Supervisor(s):	<ul style="list-style-type: none"> • PHC Art Collection Curator • SPH Coordinator Volunteer Resources
Time commitment:	<ul style="list-style-type: none"> • Minimum of 6 months • One designated four-hour shift per week.
Summary of the role	<p>As an Art Cataloguer, you'll play a pivotal role in documenting and organizing our extensive art collection, contributing significantly to our vision of utilizing art as a catalyst for healing and community-building. Join us in this meaningful journey at the intersection of healthcare and art, where your passion for cataloguing will contribute to the wellbeing of individuals and communities.</p> <p>Reporting to the Art Collection Curator, you will collaborate with the Curator and other volunteers in examining, researching, documenting, and cataloguing works of art at St. Paul's Hospital. This includes entering information into a cataloguing software for PHC's art collection and archival records and updating as changes occur.</p>
Education, training and experience	Education in fine art, art history, museum studies, archiving, or similar discipline – sufficient to successfully perform essential functions of the role. Museum registration or related experience; condition reporting and art handling experience are preferred, but not required.
Skills required:	<ul style="list-style-type: none"> • Prior experience with works of art and collections organization is preferred. • Knowledge of collection management databases is beneficial. • Strong organizational skills and exceptional attention to detail are essential. • Excellent communication skills, both oral and written. • General office experience and strong research skills. • Ability to work within a team and independently with minimal supervision. • Comfortable working in a hospital environment with frequent interaction with hospital staff, and occasionally with patients interested in art. • Experience working with archival materials and artifacts is an asset. • Able to follow detailed directions and procedures • Courteous, mature and non-judgmental
Duties:	<ul style="list-style-type: none"> • Catalogues works of art (tag, describe, measure, complete condition report, etc.) as directed by the Art Collection Curator. • Enters catalogue information into the collections management system, including finding or generating related legal paperwork based on project needs. • Take digital images of works of art, upload them into the collections management system, and enter related metadata. • Catalogues unidentified objects found in the collection and enters information into the collections management database, as directed by the Art Collection Curator. • Researches artworks, artists, and collection objects, as required. • Verify and update objects' locations and document the inventory in the collections management database. • Performs any other duties reasonably related to the functions described above.
Training:	<ul style="list-style-type: none"> • General Volunteer Orientation. Online and in person • Assignment-specific training of the role
Benefits:	<ul style="list-style-type: none"> • Excellent first-hand experience in meticulous cataloguing • Valuable experience in a fast-paced community healthcare environment • Volunteer with a Health Authority that commits to intentional use of art that will serve as a visual narrative and a conduit for transformative action • Access to educational opportunities, references, scholarships and monthly draw prizes
How to Apply	<ul style="list-style-type: none"> • Go to PHC website volunteer pages and complete the online application form at https://www.providencehealthcare.org/volunteers • The online application can also be found at http://btr.im/ioeo2 • Contact Beth Hazell, Coordinator of Volunteer Resources, at Bhazell1@providencehealth.bc.ca and/or Anabella Alfonso, Art Curator, at aalfonso@providencehealth.bc.ca if you have questions or would like further information.

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