



## IMMEDIATE OPENING

**Job Title:** Collections Assistant  
**Department:** Collections  
**Reports To:** Collections Manager  
**Salary Range:** \$27,500 - \$29,000

### Summary

The museum's Collections Assistant is responsible for working closely with the Collections Manager on all matters related to the acquisition, maintenance, and exhibition of the museum's core collections, as well as any temporary exhibits.

### Essential Duties and Responsibilities

- Processes all gifts to the museum (i.e. archival, art, and historical objects), including deeds, marking, photographic documentation, creation of paper and electronic files
- Assists Collections Manager with Temporary Exhibits including arranging shipping and receiving, condition reports, unpacking, packing, installation, de-installation, and creation of paper and electronic files
- Tracks movement of collection items and updates records accordingly
- Assists with exhibit and object cleaning
- Updates and maintains paper and electronic records for donors, permanent collection objects, and loans
- Updates and maintains exhibit files
- Monitors collections storage areas for temperature, humidity, and pests
- Assists Collections Manager in ongoing inventory of permanent collection including photography, creating and updating paper and electronic records, and rehousing items
- Assists Collections Manager with collections research

- Finalizes old loans to bring records up to date
- Processes loan paper work
- Assists Collections Manager with NAGPRA responsibilities
- Assists Collections Manager with on-going deaccessioning program
- Other duties as assigned

### **Education and/or Experience**

B.A./B.S. in Art History or History, Masters in Museum Studies preferred, and a minimum of one to 3 years of experience in working with museum collections. Basic knowledge of best museum practices regarding museum collections. General knowledge of standard processing procedures and documentation for museum collection objects. Experience with Rediscovery Proficio and NAGPRA regulations a plus.

### **Application**

Interested candidates should send a resume and cover letter to the Haggin's Collection Manager, Andrea Dompe, at [adompe@hagginmuseum.org](mailto:adompe@hagginmuseum.org). Deadline for submissions is **Friday, January 19, 2018**. No calls, please.