JOB ANNOUNCEMENT

POSITION: Collections Assistant
CLASS: Part-Time, 8 Hours/Week, $18-20 DOE
REPORTS TO: Collections Manager

The Museum of the Aleutians has an immediate opening for a part-time Collections Assistant to work on a variety of tasks supporting the collections staff. The Collections Assistant will assist the Collections Manager with the systematic organization and management of the Museum collections. Please submit a resume to cmanager@aleutians.org or in person at the Museum.

Summary of Responsibilities:
- Assist in the smooth administrative functioning of the collections team
- With guidance from Collection Manager, provide identification, classification, and catalog-level description of all objects using standardized classification protocols
- Enter, edit, and update object records for objects into the collections management database, using established database protocols and verify and research information by reviewing pertinent documentation.
- Conduct on-going and as-needed detailed, object-level inventories of the collections to meet professional standards for Museum collections
- Shelve, organize, and shift materials as necessary
- Assist in exhibition installation and de-installation
- Photograph collections objects consistent with established protocols for entry into the collections management database
- Digitize graphic materials and literature consistent with established protocols for entry into the collections management database
- Assist with special projects relating to collections management

Qualifications:
- Must be above the age of 18 to apply
- Must have excellent research and communication skills, with attention to detail
- Must be able to lift 30-pound objects while climbing steps or short ladders
- Previous experience in photography
- Previous experience using Microsoft Office, including Microsoft Word and Excel
- A commitment to diversity, equity, accessibility, and inclusion practices