

CITY OF SPRINGDALE
Position Description

TITLE: Collections Assistant (half time)

DEPARTMENT: Museum

DATE: July 1, 2005

JOB SUMMARY: Responsible for assisting collections manager with museum collections duties as assigned.

SUPERVISION RECEIVED: Works under the guidance of and reports to collections manager.

SUPERVISION EXERCISED: Occasionally trains and exercises direction over volunteer personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Collections

- Classifies and physically numbers museum artifacts.
- Performs data entry and filing of donor recognition letters, gift forms, donor cards, catalog records, and other artifact documentation.
- Assists with inventories of collections and reconciliation with artifact records
- Assists with storage of collections
- Assists with simple, appropriate cleaning of artifacts.
- Assists with maintenance, security, and upgrades of collections database.
- Retrieves and prepares artifacts and artifact information, conducts artifact-related research, and provides input to staff regarding collection elements for exhibits, programs, and other museum needs.
- Assists the public with questions on identification and dating of antiques, preservation, and appraisal sources.
- Occasionally responds to collection-related inquiries, surveys, etc., from museums, researchers, and collectors.
- Assists with Integrated Pest Management procedures.
- Assists with exhibits installation and dismantling as needed.
- Occasionally assists with routine security and safety inspections.

Other Duties

- Occasionally assists education coordinator with collection and/or education tours.
- Assists with special museum events.
- Performs other duties as assigned.

PERIPHERAL DUTIES: Performs variety of miscellaneous duties such as answering phones, picking up supplies, making arrangements for use of museum facilities, opening/closing museum, serving as receptionist, giving Searcy House tours, etc. Assists other staff in performance of their duties as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience: High school diploma or GED (Bachelor's degree in American history, museum studies, public history, liberal arts, or related field preferred); museum experience preferred.

Necessary Knowledge and Skills: Some knowledge of computer database systems. Detail oriented. Ability to use complex filing and research systems; ability to multi-task and problem solve; ability to follow directions; ability to work in a team-oriented environment; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with volunteers, supervisors, other agencies, and the public.

TOOLS AND EQUIPMENT USED: Collections databases; computer including word processing and other database programs; scanner; digital and film camera; general office equipment.

PHYSICAL DEMANDS: Frequently required to walk, sit, talk, and hear; frequently required to use hands to handle, feel, or operate objects, tools, or controls and to reach with hands and arms; occasionally required to climb or balance, stoop, kneel, or crouch; occasionally lifts and/or moves up to 25 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORK ENVIRONMENT: Noise level in work environment fairly quiet. Temperature and humidity levels are set for optimal collections conditions and are frequently cooler than average office environments. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.