

Flint Cultural Center Corporation

POSITION DESCRIPTION

Job Title: Collections Cataloging Assistant
Location: Sloan Museum / Buick Gallery and Research Center
Department: Collections
Reports to: Curator of Collections
FLSA Status: Non-Exempt

GENERAL DESCRIPTION

This position will provide art handling, cataloging, inventory, digital imaging/scanning, moving and packing support for artifacts being included in the Sloan Museum's new exhibit galleries. The Collections Cataloging Assistant may be asked to coordinate with staff or volunteers from other departments and may be assigned other duties as necessary. This is a part-time position, starting out at 8 hours per week with anticipation for hours to increase to 16 per week.

PRIMARY RESPONSIBILITIES

1. Update artifact catalog records in collections management software (PastPerfect), work with other Collections staff to standardize and clean up records.
2. Uses flatbed scanners and/or digital cameras to create reference images and document condition concerns and/or damage.
3. Properly packs objects following completion of cataloging and inventory.
4. Uses PastPerfect to export and share artifact data with exhibit designers.
5. Assists and supports the duties and objects of Sloan Museum's collections department, including three-dimensional artifact movement, exhibit work as needed, and other duties as assigned by the Curator.

QUALIFICATIONS / SKILLS REQUIRED

1. Ability to follow workflows with consistency and strong attention to detail.
2. Ability to describe, pack, and track objects. Knowledge of and experience working with historical and/or fragile materials, is ideal, though additional training in handling and packing will be provided.
3. Computer competency required; experience with data entry and/or Collections Management Software preferred but not required. Proficient in Microsoft Office and Windows applications; familiarity with digital imaging, scanning, databases, and online document sharing sites (Google Docs, Dropbox, etc.) a plus.
4. Able to function as part of a team, yet able to exercise independent judgment. Self-motivated with excellent writing, attention to detail, problem solving, organizational, and time management skills.
5. Due to the nature of the storage environment, this position may require lifting, pushing, or pulling objects between 20lbs-50lbs, use of a step ladder, pallet jack, and/or fork lift under general supervision; position may be exposed to dust, mold, and cold/hot/fluctuating temperatures.

EDUCATION AND / OR EXPERIENCE

1. High School diploma required; some college coursework preferred with a strong interest in or coursework in Museum Studies, Cultural Studies, History, Art History, Public History, or a similar program.
2. Experience working with historical or fragile materials preferred.
3. Starting pay for this position is \$10.00/hr

Apply To: Please submit cover letter and resume to hr@fcccorp.org

Date Posted: 08/11/20 **Posting will remain active until position is filled**

The Flint Cultural Center Corporation is an Equal Opportunity Employer