



POSITION DESCRIPTION

Title: Museum Collections Technician

Reports To: Museum Curator

FLSA Classification: Non-Exempt

Approved By: Museum Curator and Human Resources Administrator

Effective Date: February 2018

POSITION SUMMARY

The Museum Collections Technician assists with the acquisition, documentation, cataloging, preservation, interpretation, exhibition, and display of all historic artifacts and archival materials for the Evergreen Aviation & Space Museum (EASM) campus. This position requires a highly-organized individual who is an effective communicator that can interact with employees and volunteers at all levels and functions of the organization as well as EASM members, the general public, vendors, and stakeholders.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Administers the registration, cataloging, and accounting for the EASM's historical properties collection, including artifacts, archival materials, and exhibits.
- Assists with developing and maintaining collection management plans and policies for the acquisition, display, and management of the historical property, artifacts, and archival material in cooperation with Board Collection Committee.
- Ensures and monitors procedures for maintenance, preservation, and proper storage of historical property, artifacts, and archival material.
- Conducts research to identify and authenticate provenance of artifacts and archival material.
- Assists with administering loans and leases (both incoming and outgoing) of artifacts and archival materials with other museums, collections, government agencies, and individuals.
- Provides artifacts, archival materials, and information to other EASM departments for programs or events.
- Assists with the production of guidebooks, signs, visual aids, articles for publication, blogs, and materials in multiple media formats to promote the EASM's collection
- Researches, develops, and creates permanent, temporary, and traveling exhibits collaboratively with other EASM departments.
- Develops related programs, including lectures, symposia, workshops, and other events to support exhibits in consort with other EASM departments.
- Coordinates with Restoration department to ensure proper preservation and restoration of artifacts to meet EASM's plans and goals.

- Serves as a resource and liaison to the local community, other institutions, and the public with regards to the Museum collection.
- Assists with curatorial, collections and exhibits budget plans and overall program goals.
- Meets at least quarterly with the Collections Committee of the Board to address artifact acquisition priorities and the Curation Plan for the next two years.
- Assists with coordination of the Hall of Honor Committee and the annual HOH selection, promotion, funding, and event.
- Coordinates lecture series provided on campus and with docents.
- Performs other duties as assigned by the Museum Curator.

SUPERVISORY RESPONSIBILITIES

- Oversees the Collection volunteers assignments.
- Volunteer selection, training and development, coaching, and separation decisions are made in collaboration with Museum Curator.

QUALIFICATIONS

- A High School Diploma or GED is required.
- Requires two (2) years of progressive museum collections management experience.
- Any combination of experience and education will be considered instead of meeting exact qualifications.

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrates the ability to adhere to ethical and legal standards and best practices for the museum industry as outlined by the American Alliance of Museums.
- Excellent project management experience, including time management, coordination, and organizational skills'
- Proper analytical thought process, including problem-solving and decision-making skills.
- Solid interpersonal and communication skills, both orally and in writing across various media.
- Proven ability to operate within a formal budget.
- Ability to perform a variety of tasks concurrently with competing deadlines in a demanding environment.
- Excellent customer service.
- Good creative and visionary abilities to meet strategic plan of the department and organization.
- Computer-proficiency skills and abilities, including PastPerfect, Microsoft Outlook, Word, Excel, and PowerPoint.

PHYSICAL DEMANDS

- Constantly works on a computer, including reading/viewing from a monitor.
- Constantly uses hands for grasping and holding objects that are necessary for performing in your position (for example mouse, phone, pen/pencil for writing, files, clipboard, etc.).
- Often performs tasks stationary and seated at an office desk or workstation.
- Often performs physical activity that requires climbing and twisting.
- Often performs physical activity that requires bending, stooping, reaching, and kneeling.
- Often performs physical activity that requires pushing, pulling, lifting, and carrying up to 50 pounds in place or across a distance with or without supportive devices.

- Rarely performs physical activity that requires pushing, pulling, lifting, and carrying 100 pounds or more in place or across a distance with or without supportive devices.
- Sometimes drives or travels by car and rarely travels out-of-area or overnight.
- Ability to work seasonally outdoors in variable weather conditions as well as indoors.
- Ability to work a variable schedule, including Holidays, nights and weekends when required.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

SIGNATURES:

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

This job description has been approved by all levels of management:

Immediate Supervisor _____ Date _____