

# Shaker Museum

## **POSITION DESCRIPTION: COLLECTIONS ASSISTANT**

Shaker Museum, home to the world's most significant collection of Shaker material culture, is seeking a Collections Assistant to work with its permanent collection at a pivotal moment in the evolution of the institution. This September, Shaker Museum has commenced construction on a new permanent facility designed by Selldorf Architects—transforming a small country museum founded 75 years ago into an international destination in Chatham, NY.

This position is a full-time, permanent role with opportunity for advancement. The position is currently based in both Chatham and Old Chatham, NY. Select segments of the collection are being moved to new storage areas, with the ultimate goal of the entire collection being relocated into the new galleries and local storage in Chatham, NY, within the next three years.

### **Principal Duties and Responsibilities**

- Under the guidance and support of the Collections Manager and using accepted museum standards, the successful candidate will work with object handling, cataloging, general care, and in preparation for upcoming collection moves and exhibitions.
- Re-houses, packs, boxes, crates, secures, and unpacks artifacts using approved methods and materials.
- Provides safe transport of objects and other collections materials to and from storage, workstations and other museum areas.
- Uses the museum's collections information management system and other technologies to track and record object locations throughout the packing/moving process as instructed. Shaker Museum currently uses the QI Collections Management System.
- Develops custom packing containers for 3D materials, including custom boxes, mounts, pallets and other supports for artifacts.
- Assists with inventory and photography as needed.

- Assists with light cleaning and conservation assessment of objects.
- Assists with loading and unloading of trucks during scheduled shipments.
- Provides ongoing support in general maintenance and organization of work areas, tools, and machinery, as well as regularly reviewing environmental monitoring sensors and data.
- Participates in collections team and all-staff meetings, training sessions, and projects as required.
- Performs other collections related duties as required.

### **Supervision Received**

This position reports to the Collections Manager.

### **Supervision Exercised**

The Collections Assistant may be deputized by the Collections Manager to lead a team of interns, volunteers, or contractors while working on a specific task.

### **Qualifications**

- Bachelor's degree in museum studies, American studies/history, folk studies, material culture, or related areas.
- A minimum of two years of experience in museum collections. Experience in handling historic collections a plus.
- Knowledge of museum standards and best practices in the care, safe handling, packing, and crating of 2D and 3D artifacts.
- Experience in working with 2D and 3D artifacts.
- Knowledge of archival materials and fine art packing techniques including some experience in custom box-making, soft-packing, and cavity packs. Additional training will be provided.
- Strong computer skills and experience using museum and/or collections databases; legible handwriting; attention to detail.
- Must be able to climb stairs and possess the ability to lift, push, pull, and support heavy objects, oversize drawings, crates, and other items up to 70 pounds in weight.

- Excellent interpersonal skills, a positive and collegial work ethic, and the ability to meet deadlines and work collaboratively within the collections team and the museum staff as a whole.
- Willingness to learn about Shaker material culture and its place in American decorative arts.

### **Preferred Experience**

- Experience in cataloguing and handling historic artifacts
- Experience in using collections database software
- Experience in working independently and with a team

### **Hours and Benefits**

This is a permanent, full-time position (40 hrs/week), Monday-Friday, 9:00 am – 5:00 pm. The salary is \$48,000-50,000, commensurate with qualifications, experience, and skills. Additionally, the position includes a comprehensive benefits package: vacation, holiday, personal, and sick leave, health insurance, and a 401(k) program. Candidates must have access to a personal vehicle to complete various work tasks, including travel between campuses, visiting off-site exhibitions or storage spaces, and other tasks as required. This is an in-person position with work sites in Old Chatham and Chatham, NY.

Please note: Evening and/or weekend work may be required at times, with flex time offered in compensation.

If this role appeals to you, we encourage you to apply, even if you don't feel that you meet all the requirements and skills outlined above. We're eager to meet people that believe in Shaker Museum's mission and can contribute to our team in a variety of ways.

Please send a resume, along with a detailed cover letter explaining your interest in the position, to Sharon Koomler at [skoomler@shakermuseum.us](mailto:skoomler@shakermuseum.us). Use "Collections Associate: [Your name]" in the subject line. Applications without a cover letter will not be considered. It is the policy of Shaker Museum to provide for equal employment opportunity in and conditions of employment without discrimination based on age, race, creed, color, national origin, gender, sexual orientation, disability, marital status, genetic predisposition, or carrier status.