



## **Collections Assistant Temporary Position**

### **About METC:**

The Museum of Early Trades & Crafts (METC), is a New Jersey history museum housed within the historic James Library Building. METC utilizes its collection of historic objects and archival material to communicate the dynamic stories of the lives and livelihoods of New Jerseyans in the 18th and 19th centuries. The collection of over 8,900 artifacts and historic records reflects the home, shop, and farm trades during the time period. METC opened to the public in 1970 with the core of its remarkable collection as those items collected by Edgar and Agnes Land. Over the past 50 years, METC has added to its collection through donations and purchases. The museum is located just a few blocks from the Madison stop on the Morris & Essex NJ Transit Line.

### **Position Objective:**

The Collections Assistant position is a temporary, grant-funded position that will support a collections move and rehousing project. The Collections Assistant will work alongside the Curator of Collections & Exhibits (CC&E) as well as other METC staff for the duration of their employment at METC. The museum has completed its first comprehensive collections inventory in preparation for the creation of a state-of-the-art Viewable Storage Facility. This facility is in the final stages of construction and installation of high-density collection storage cabinetry that will house METC's Permanent Collection of approximately 8,900 artifacts and archival materials into one space within a controlled environment. Once the facility is completed, the majority of the museum's collections will be brought back to the on-site Viewable Storage Facility and rehoused. This position will primarily support data reconciliation and artifact tracking after the majority of the move has taken place.

### **Primary Responsibilities:**

- Assist in artifact cataloging and updating information in the museum's database, PastPerfect
- Clean, stabilize and re-house artifacts of various mediums/materials according to established preservation standards as needed
- Reconcile and track object locations between PastPerfect and the physical storage location.
- Work alongside other staff as part of a team.
- Work with the CC&E in problem solving and storage management throughout each phase of the move and rehousing

### **Required Qualifications:**

- A graduate degree or near graduate with a concentration in Museum Studies, Collections Management, History, Art History, Decorative Arts & Design, Material Culture, Library Science, or related field. Relevant experience can substitute for education
- Prior experience working in a museum environment as staff, intern, or volunteer with demonstrated experience in collections management
- Knowledge of standard museum collections management practices and procedures
- Proficient in data-entry, able to efficiently and correctly update records
- Knowledge of proper object handling and procedures related to safe storage
- Understanding of museum collections management systems, PastPerfect preferred
- Strong interpersonal skills; must be team-oriented but also capable of working independently under minimum supervision

- Physical coordination and ability to handle and move fragile collections objects as well as lift and move heavy objects weighing up to 30 pounds. Ability to climb stairs and ladders.
- A valid driver's license and personal vehicle, as working location will vary between the museum and the off-site storage location.

**Compensation:**

The Collections Assistant will work up to 18 hours over 3 days each week selected from Tuesday – Friday throughout the rehousing project. This is a grant-funded temporary position with compensation at \$18/hour. METC is not able to offer medical benefits for this position. There is no relocation compensation.

**Essential Functions:**

The physical demands of this job are described here within this job description and are representative of an employee to successfully perform the essential functions of this job. Reasonable efforts will be made to enable individuals with disabilities to perform these essential functions. While performing the duties of this job, the individual is required to lift heavy objects, walk up and down stairs/ladders, use speech and hear, and travel to and move around in offsite locations.

**How to Apply:**

Interested candidates may apply by sending a cover letter, resume, and three references to: [info@metc.org](mailto:info@metc.org) with "Collections Assistant" in the subject field. Only qualified candidates will be considered. The position is available beginning October 1, 2023 and is expected to finish in February 2024.

**Equal Opportunity Employer:**

The Museum of Early Trades & Crafts is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex, religion, national origin, disability, sexual orientation, or any other reason.