



**Job Posting, Museum of Early Trades & Crafts
Curatorial Assistant, Part Time**

The Museum of Early Trades & Crafts (METC) is seeking to hire a Curatorial Assistant. This is a permanent part time onsite position that will encompass approximately 18 hours per week with some required weekend and/or evening work. The Curatorial Assistant will work under the guidance of the Curator of Collections & Exhibits (CC&E). The focus of this role is to support current curatorial department initiatives including the integration of collections into our new state of the art Viewable Storage Facility (VSF). The Curatorial Assistant will be responsible for conducting inventories, researching and reviewing off site and onsite collections, and assisting with exhibits. This is an exciting opportunity for an emerging museum professional to further develop their skills in collections management.

Primary Responsibilities:

- Work with CC&E to complete rehousing of offsite and onsite collections
- Process, clean and inventory collections of various types – three-dimensional, paper-based, and archival
- Update catalog records in PastPerfect, including but not limited to locations, conditions, dimensions, and multimedia
- Research and reconcile artifact issues and designations relating to deaccession, digitization and conservation criteria
- Assist CC&E on exhibit research, preparation and installation
- Conduct daily, weekly and monthly housekeeping checklists
- Engage with public and partners in support of museum operations
- Work collaboratively with interns and volunteers, and as a supervisor as needed
- Work with the CC&E, METC's Collections Committee, and Board of Trustees to create a deaccession plan

Required Qualifications:

- A degree in History or a related field is required. Current or prospective work towards pursuing a graduate degree in Museum Studies or Cultural Heritage would be a plus. Relevant work experience will also be considered.
- 1-2 years of prior experience working in a museum environment with demonstrated experience in collections, exhibits, and archival management.
- Knowledge of standard museum collections management practices and procedures.
- Knowledge of proper object handling and procedures related to safe storage, cleaning and assessment in addition to working knowledge of museum collections management systems– PastPerfect preferred.
- Ability to follow written and verbal instructions to complete tasks and initiatives as requested.
- Must be professional, communicative, team-oriented and capable of working independently with minimum supervision.

- Physical coordination/ability to handle and move fragile collections and objects and ability to stand, lift, bend and move heavy objects weighing up to 30 pounds. Ability to climb stairs and ladders and work in tight spaces.
- A valid driver's license is required and access to a car is preferred.

Compensation:

The hourly rate of pay for this position ranges from \$20-22/hour depending on experience. Compensation includes accrued PTO as outlined in the Museum's employee handbook.

Essential Functions:

The physical demands of this position are described within this job description and are representative of an employee who can 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, bend, clean, work in varied environments and travel to and from different offsite locations.

How to Apply:

Interested candidates may apply by sending a cover letter, resume, and three references to: info@metc.org with "Curatorial Assistant" in the subject field. Only qualified candidates will be considered. This position is available beginning January 2025.

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.

About METC:

METC, a New Jersey history museum, located in Madison, New Jersey, is housed within the historic James Library Building. The museum 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 8,000 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 comprised of items collected by Edgar and Agnes Land. Over the past 50 plus years, METC has added to its collection through donations and purchases. The museum is located in the heart of downtown, just a few blocks from the Madison train station.