



Position Description

Project Manager – Object Cataloging Project

The Project Manager leads a team of artifact catalogers who examine and describe artifacts to create an online database for a Museum in the Washington, DC area. The work requires object description, object cataloging, research into object history and writing of donor biographies for inclusion in the Museum's online catalog. The Project Manager trains staff, develops workflow procedures, provides original cataloging, reviews and edits all records and supervises staff responsible for cataloging a collection of thousands of museum artifacts in various materials.

The Project Manager will be expected to work closely with the client not only in the initial phase but throughout the duration of the project. The Project Manager will be the point of contact with the client and CORESTAFF Services and will be responsible for managing all aspects of the project.

Responsibilities include:

- Design and implement upgrades to the project
- Develop and update procedures
- Manage organization and workflow
- Hire, train, and supervise catalogers
- Perform quality assurance
- Act as point of contact with client
- Provide status updates to the client

Museum and/or library experience are essential. A minimum of seven years of supervisory experience is required, preferably in a museum or library. A Master's Degree in art history, library science, history, museum studies or related field is required. Foreign language skills preferred but not required. Project management experience strongly preferred.