Part-time Collections Manager
Job Description

The Trumbull County Historical Society seeks to hire a part-time Collections Manager to assist with a grant-funded collections cataloging, rehousing, and data entry project. This position is for 20 hours a week. Compensation is set at $13/hour.

Application review will begin immediately and continue until the position is filled. Please submit a cover letter and resume to TCHS Director Meghan Reed via email: meghan@trumbullcountyhistory.org.

Walk-ins and phone calls will not be accepted. Trumbull County Historical Society is an equal opportunity employer.

Key Responsibilities:
• Act as an advocate/liaison for the Trumbull County Historical Society and the surrounding community
• Create inventories for a variety of museum artifact collections, photograph artifacts, and maintain best practices for standards of object care
• Create entries in CatalogIt, TCHS’s collections management software, and participate in CatalogIt trainings
• Assist with a large-scale collections move and with the creation and organization of collections storage spaces
• Participate in museum webinars and trainings related to best practices in collections management
• Participate in conversations with a grant-funded collections conservator and utilize TCHS resources to conduct object research as necessary
• Other duties as assigned by the Director

Recommended Qualifications
• Bachelor’s degree in History, Museum Studies, or a related field. Master’s degree preferred.
• Ability to develop strong, positive relationships with visitors and community partners
• Excellent written, oral, interpersonal, and computer skills
• Self-motivated with the ability to work independently
• Positive attitude
• Strong professional ethics