

FLINT CULTURAL CENTER CORPORATION

601 E Second Street

Flint, MI 48503

JOB POSTING

POSITION DESCRIPTION

Job Title: Assistant Curator of Collections Management
Location: Sloan Museum of Discovery
Department: Collections
Reports to: Curator of Collections
FLSA Status: Exempt
Pay Scale: \$42-\$50,000 annually

GENERAL DESCRIPTION

This person will be responsible for collections management of the material culture collection of the Sloan Museum of Discovery. Responsibilities include cataloging, housing, marking, and ensuring the overall proper care of all artifacts. This includes writing and review of policies, the execution of the museum's Integrated Pest Management Plan and environmental monitoring program.

PRIMARY RESPONSIBILITIES

1. Performs all collections management functions, including describing, cataloging, rehousing, and storing artifacts.
2. Manages and organizes collection storage areas
3. Oversee cataloging and lexicon standards for the collection database
4. Assists Registrar and Exhibits Liaison with preparing artifacts for exhibit as-needed, to include artifact cataloging and assistance with exhibit mounts.
5. Reviews and updates existing collections policies and procedures and writes new when needed.
6. Coordinates with the Archivist on cyclical cleaning and maintenance of collection storage areas
7. Facilitates access to museum artifacts to staff members and public tour groups.
8. Performs regular inventories of the collection and updates the database
9. Performs research on collection artifacts
10. Assists in writing grants for special projects related to processing, digitizing, and conserving three dimensional materials
11. Serves on the Collections Committee.
12. Supervises volunteers and interns.
13. Performs other duties as assigned.

QUALIFICATIONS / SKILLS REQUIRED

1. Experience with proper handling, housing, marking, and storage of artifacts.
2. Experience with Collections Management Software; PastPerfect preferred.
3. Must have access to reliable transportation.
4. Ability to exercise independent judgment, highly motivated with excellent writing, organization, problem solving, and project management skills.
5. Team builder able to work effectively with others with tact and courtesy.
6. Ability to lift 50 pounds.

EDUCATION AND / OR EXPERIENCE

1. Master's degree in Museum Studies or a similar discipline preferred.
2. 3-5 years cumulative experience working with a museum collection.

Apply To: Email cover letter and resume to hr@fcccorp.org

Date Posted: 08.02.23 Posting will remain open until filled

The Flint Cultural Center Corporation is an Equal Opportunity Employer