

## **Martin Klein Collection Cataloging Assistant**

### **Position Overview:**

The MIT Museum is seeking a research assistant to conduct and condense oral histories as part of a larger effort to catalog the Martin Klein Collection. Martin Klein was a pioneer in underwater exploration technology, introducing the first commercially viable sidescan sonar unit in 1969. The collection covers both the technical aspects of sidescan sonar development and the development of underwater fields that rely on the technology.

The research assistant will spend 1-2 hours a week going through slides and visual materials with Martin Klein. Between these conversations, the research assistant will distill the interviews into written descriptions that can be added to the MIT Museum's collections database, with sufficient research to confirm key names, dates, and supporting information as appropriate.

Time commitment will average 8-12 hours a week but may be adjusted as mutually agreeable. The project is expected to run no later than May 2026. Some in-person visits to MIT Museum sites Cambridge and Medford, Massachusetts may be required at the start. Compensation will be between \$23 and \$26/hour.

### **Principal Duties and Responsibilities:**

- Conduct oral histories focused on the 4,500 slides in the Martin Klein Collection
- Translate conversations into written descriptions and metadata for each slide
- Research to confirm names, dates, and other details with written sources
- Structure new descriptions and metadata for upload to the Museum's database system
- Maintain efficient workflows to catalog a volume of materials

### **Supervision Received:**

This position reports to the Assistant Curator for the Hart Nautical Collections.

### **Supervision Exercised:**

No direct reports.

### **Experience/Skills:**

### **General Requirements:**

- Excellent interpersonal skills; ability to carry on congenial conversations while drawing out significant stories and details
- Excellent writing skills; ability to summarize conversations to text that is concise and engaging
- Strong research skills

- Ability to converse on technical topics in English; demonstrated ability to work with new or unfamiliar vocabularies
- Excellent accuracy and attention to detail
- Excellent organizational skills; ability to create and maintain efficient workflows
- Sound judgement. Ability to identify and report problems to supervisors and contribute to resolving them;
- Ability to work effectively both independently, maintaining accuracy and a high volume of work, and as part of a team;

### **Physical Requirements:**

- Ability to see and accurately interpret images
- Ability to hold spoken conversations via Zoom
- Ability to use computers for long periods of time

### **Educational Requirements:**

Bachelor's degree

### **Preferred Experience Includes:**

- Familiarity with Zoom, Excel, and data organization
- Familiarity and experience with oral history methods
- Background in fields of history, museums, public history, or archival management
- Academic background in ocean history, history of technology, environmental history, or related field a plus
- Interest in the history of underwater technologies and exploration

### **Work Environment:**

This position is primarily remote. An internet connection capable of maintaining a Zoom call is required. Access to academic databases (or a library that can provide them) is a plus.

Work is expected average 8-12 hours per week and may be scheduled as mutually agreeable. 1-2 hours per week must be scheduled at a convenient time to hold a Zoom call with Martin Klein. Brief weekly check-ins with MIT Museum staff will be scheduled sometime between 9am and 5pm Monday-Friday. Research and writing may be done at the Cataloging Assistant's convenience.

A few in-person visits to MIT Museum facilities in Cambridge and Medford may be required.

This is a one-year term position hired through MITemps and is not eligible for MIT benefits. Compensation range is \$23-\$26/hour.

To apply, send a resume and cover letter to Libby Meier at [emeier@mit.edu](mailto:emeier@mit.edu).