



Collections Care Assistant

Job Description

Historic Huguenot Street (HHS), a 10-acre National Historic Landmark District in New Paltz, New York, is seeking a full-time Collections Care Assistant (CCA). This is an entry level position with opportunities to learn about collections care and management over time. The position is ideal for an individual with interests in historic preservation and public history.

The CCA's primary responsibility is historic housekeeping, managing cleaning and inspection schedules in ten buildings across the site. This work includes caring for historic structures, furnished interpreted spaces, museum items, and storage areas. The CCA also assesses and reports environmental or other changes in interior spaces and monitors the condition of museum collections.

The CCA is trained and supervised by the Collections Manager and works closely with the other Curatorial staff, interns, and the Building & Grounds Department.

Responsibilities

- Plans, performs, and records regular historic housekeeping activities.
- Maintains a regular schedule for inspecting objects on display and cleans as needed using the appropriate, approved supplies and methods.
- Adheres to museum guidelines for the care and maintenance of a variety of objects and materials, including wood furniture, ceramics, metalwork, and textiles.
- Participates in integrated pest management prevention, mitigation, and documentation with Collections Manager and Buildings & Grounds staff.
- Works with the Collections Manager on object-related tasks, such as inventory, documentation, maintaining the collections management database, condition reporting, preventive care, and other related duties.
- Works with Curatorial staff to research and write weekly collection-related social posts.
- Participates on the emergency response team for collection and historic building issues.

Qualifications

- Prior work or internship experience at a museum, historic site, or art gallery is desirable.
- Bachelor's degree in a related field is desirable.
- Self-motivated, detail-oriented, and possesses exceptional organizational skills.
- Strong communication and administrative skills.
- General proficiency with computers, including Microsoft Office and/or Google Workspace.
- Ability to perform necessary physical tasks, such as lifting up to 40 lbs., carrying and using a vacuum, climbing stairs and stepladders, and performing similar duties.

Hours, Salary, and Benefits

This is a full-time, non-exempt (hourly) position at \$20-\$22 per hour, depending on experience. Requires onsite work. Hours are flexible between 8am and 6pm, Monday through Friday. HHS offers a package of paid holidays, vacation, personal, and sick time, in addition to health, dental, and vision insurance coverage.

To Apply

Please send a letter of interest, outlining your experience/qualifications related to the responsibilities of the position described above, a resume, and a list of two to three references via email to Louise McGoldrick, Collections Manager, at louise@huguenotstreet.org. Applications will be reviewed on a rolling basis.

Applications encouraged by August 21, 2026.

Employment conditioned upon outcome of a background reference check.

Historic Huguenot Street is an equal opportunity employer committed to a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, national origin, or veteran status.