
Archivist & Curatorial Assistant

Position Details

Position Information

Title Archivist and Curatorial Assistant

General Description

The Archivist & Curatorial Assistant reports to the Curator and the Director of the Museum of the Gulf Coast, and is primarily responsible for processing recent accessions and maintaining the museum's collection under the supervision of the Curator. The person hired for this position will process item donations from the public, and prepare them to be placed in the museum's collection. Current items in the collection will also be updated. The Archivist & Curatorial Assistant will also recruit and manage a volunteer group. Proficiency in grammar, punctuation, and spelling are a must. This position is benefits eligible.

This person will also maintain and update a digital archive, which will include digital photos, audio files, and video files, etc. This job will also include digitizing the Museum's negative collection.

The person in this position will assist the Curator with normal museum tasks as needed. The Archivist & Curatorial Assistant will at times also work the front desk, gift shop, event preparations, and assist in giving tours of the museum.

Work Week

The normal work week for this position is **Tuesday through Saturday**, with Sunday and one other day off.

This position is security sensitive as the Curatorial Assistant will be working with sensitive documents, and information. This authorizes the employer to obtain criminal history record information.

Security Sensitive Statement

Other Job Qualifications

The Archivist and Curatorial Assistant will also be asked to perform other duties as assigned.

Application Deadline

April 11th, email resume to mogc.curator@gmail.com

This job will be posted until it is filled.

MINIMUM ESSENTIAL QUALIFICATIONS

Education/Experience	Bachelor's degree from a regionally accredited college or university with a major in history, humanities or museum studies, preferred.
Knowledge/Skills/Abilities	Applicant must be a self-starter with good organizational skills. Must be meticulous and proficient with the use a personal computer. The applicant must have a strong understanding of Microsoft Office, including Word and Excel, and experience with indexing documents or data. Must be familiar with using a computer to scan and to print. The applicant must have the ability to properly interact and work with the public, students, volunteers and staff members in professional manner - and to plan, schedule, and manage projects and assignments. Ability to establish effective working relationships with others. Ability to understand and perform complex oral and written instructions.
Physical Requirements	While performing the duties of this job, the employee is regularly required to sit, walk, talk and see. The employee must regularly carry up to 30 pounds and move up to 35 pounds. The employee must be able to tolerate handling old objects that are dusty and/or that are not entirely clean.
Travel	Some local and regional travel required.
Working Conditions	Normal environment. Frequent contact with staff, volunteers, and the general public. Noise level is moderate.
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Supervisors**Supervisor Position Description**

Job Titles	Curator - Museum of the Gulf Coast Director - Museum of the Gulf Coast
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