



Curatorial Assistant

- Term:** Temporary. Employment may be terminated or extended at the will of the VMHA.
- Start Date:** _____
- Schedule:** Part-time. As needed with weekends included. Up to 999 hours annually
- Wage:** \$15.000 - \$21.00 hourly.
- Benefits:** As determined by VMHA Personnel Policies.
- Reports to:** Curator of Collections & Exhibits
- Employer:** The VMHA will contribute to the State Unemployment fund for the employee and will provide Worker's Compensation to cover the employee in case of a work-related injury.
- Position Overview:** The Curatorial Assistant provides exhibit preparatory and maintenance assistance, installation and deinstallation of new exhibits, archival research, collection management and administrative support for the Valdez Museum curatorial department.
- Essential Job Functions:**
- Exhibits**
 - Install artwork, labels, and other exhibit elements about aesthetics, exhibit vision, and safety and comfort for visitors, staff, artwork, and artifacts
 - Install and adjust lighting
 - Assist with setup of exhibit receptions
 - Assist with de-installation of exhibits as needed
 - Assist with coordination of shipping, pickup, and delivery of artwork and/or artifacts
 - Manages Front-End Operations for Group Exhibits**
 - Prints and distributes entry forms and art registers
 - Input data from forms and registers
 - Track artwork within the exhibition from installation to de-installation
 - Collections Management**
 - Process documentation for incoming collection acquisitions and related materials.
 - Provides thorough cataloguing in PastPerfect including item records, accession records, provenance, donor information and visual documentation.

- Prepares and shelves collection items for archival storage, including cleaning and housing within appropriate containers and fabrication of support mounts when needed.
- Composes collection inventories when needed, including box inventory for storage on shelving.

Administrative Support

- Assists with processing of donation forms.
- Files collection documentation.
- Tracks usage and departmental need for archival processing materials.
- Coordinate volunteers for collections management and exhibit logistics.
- Coordinate promotional poster distribution and post card mailings.
- Assist with webcasts and video production

Research Assistance

- Identifies and researches information related to museum collections.
- Assists curatorial departments with identification, research, and retrieval of materials from the archives.
- Provides research assistance to scholars and other users of the museum collection.

Job Requirements: **Excellent verbal and written communication skills.**
High degree of organizational skills and the ability to handle multiple projects in various stages of development.
Demonstrated ability to proactively prioritize and manage time, juggle multiple duties and tasks, and meet deadlines.
Sufficient flexibility
Must be knowledgeable in Microsoft Suite.
Preferred Past Perfect Software knowledge.
Preferred Adobe Photoshop, Facebook, YouTube, video and audio production.

This job description is not intended to be all-inclusive. All museum employees are expected to perform other duties to the ongoing needs of the organization.

I, _____, have read and understand the above terms and requirements for employment as a Curatorial Assistant and agree to abide by them and fulfill them to the best of my abilities.

Valdez Museum & Historical Archive

By: _____
 Patricia Relay, Executive Director

Date: _____

By: _____

Date: _____
