

Position Description: *Collection Inventory Assistant – Chugach Museum*



DEPARTMENT: Chugach Museum
REPORTS TO: Collection Manager
LOCATION: Anchorage, AK
TYPE OF POSITION
& FLSA STATUS: Temporary/Part-Time/Non-Exempt
EEOC JOB CATEGORY: Laborers and Helpers

ABOUT US:

The Chugach Museum is a 501(c)3 public charity, incorporated in September 2022, created to be a museum and repository housing the Chugach region's 2000+ artifacts and advancing the understanding of the Chugach region's culture. The Chugach Museum shares our Native way of life and knowledge of the Chugach region. Our vision is to construct a stand-alone building on 36th & Old Seward in Anchorage within the next three years that inspires the region and informs a contemporary native museum through Indigenous curation and education.

JOB SUMMARY

The Collection Inventory Assistant's primary role is to rearrange, move, and lift boxes containing museum collections in storage. Most boxes are standard banker box size, but weigh an estimated 30-50 pounds. Our ideal candidate is self-motivated and has an eye for detail, strong communication skills, and a deep appreciation for Alaska, Chugach cultural heritage, and museum stewardship. This position provides a great opportunity to see some of the artifacts that will be part of the Chugach Museum collection. Chugach shareholders and descendants are encouraged to apply.

JOB REQUIREMENTS

Mandatory:

- High school diploma or equivalent
- Problem solving/organization skills
- Interest in working with Chugach cultural heritage objects and learning about basic museum collections management and inventory processes

WORK CONDITIONS

- Heavy physical activity. Requires handling of boxes weighing up to 50 pounds, standing and walking up to 6-8 hours daily.

POSITION TERM AND HOURS

- This position will work 20-30 hours per week until the inventory project is completed. It is anticipated that the project will last between two and four weeks.

SALARY RANGE

- \$25/hour

How to apply: Send resume and cover letter to molly.conley@chugachmuseum.org The position will remain open until filled.