



JOB DESCRIPTION

Position:	COLLECTIONS ASSISTANT
Department:	Guest Experience
Employment Category:	Full-Time/Non-Exempt
Reports to:	Senior Director of Museum Collections

Overview:

The Collections Assistant, reporting to the Senior Director of Museum Collections, plays a key role in advancing the Museum's mission. This position is responsible for overseeing the management, documentation, and preservation of the Museum's collection and archives in alignment with established policies and professional best practices.

Qualifications:

- An appreciation for the mission of The Buffalo History Museum.
- Degree in museum studies, Library and Information Science (MLIS) or related field and/or comparable work experience in the museum field.
- Strong knowledge of best practices and standards in collection management, including handling, documentation, storage, and preservation.
- Proficiency in using collections management software.
- Competence in Microsoft Office 365.
- Problem-solving and project management skills, with the ability to adapt to changing priorities and effectively manage multiple tasks and projects simultaneously.
- Ability to maintain a high level of detail and accuracy in management and completion of tasks.
- Ability to work both collaboratively as a team member and independently in a self-directed capacity, with a proactive, solutions-oriented mindset.
- Excellent communications skills.

Responsibilities:

Collections Management

- Oversee the preservation, cataloging, and rehousing of the Iconography Collection as part of the Museum's strategic initiative to centralize collections.
- Collaborate with library and archival staff to implement modern metadata standards, facilitating online access to the Museum's collections.
- Ensure compliance with current collections management/archival best practices and lead efforts to address storage and housing challenges.

*The above statements describe the general nature and level of work to be performed.
This is not intended to be an exhaustive list of all required responsibilities.
All staff are expected to perform as active members of TBHM team.*

- Conduct research on collection items to enhance understanding, interpretation, and documentation.
- Assist in all aspects of collection deaccessions, including identifying items for recommendation, maintaining comprehensive documentation, and managing handling logistics for final disposition. Ensure all processes comply with the Museum's Mission Statement, policies, procedures, and American Alliance of Museum (AAM) standards.
- Assist in guiding and supporting the work of project-based staff and volunteers contributing to inventory and rehousing efforts.
- Perform other duties as assigned by the Senior Director of Museum Collections to support the Museum's goals and initiatives.

Salary and Benefits:

This full-time, non-exempt position will offer a wage range of \$35,000 - \$39,000 annually, depending on experience. In addition, you are entitled to a generous benefits package, including health insurance and paid time off.

How to Apply:

Please prepare a cover letter and resume in one PDF document, saved as "Last name.First name.Collections" and "Collections Assistant Application" in subject bar to Desiree Peacock at dpeacock@buffalohistory.org. Applications will be considered on a rolling basis until the position is filled. No phone calls please.