

## EXHIBITIONS & COLLECTIONS ASSISTANT

### JOB DESCRIPTION

#### Job Overview:

As a member of the The NIC team, this position will support the Chief Curator and Curator of Collections. This part-time position is an ideal entry position for an individual with a professional interest in museums as a career. The position requires flexible scheduling and is limited to no more than 20 hours per week.

#### Job Description:

Support Curator of Collections by:

- Assisting with inventory and audit of museum's permanent collection;
- Assisting with reorganization and maintenance of collections vault and storage room; and
- Assisting in the development of traveling exhibitions and providing research for exhibition opportunities.

Support Chief Curator by:

- Performing tasks of preparator including patching and painting gallery walls between shows; moving and hanging art; repositioning and, when needed, repairing gallery lighting; and preparing wall vinyl and labels.
- Maintaining guest books and gallery guides for shows.

Support both functions by:

- Conducting integrated pest management of the galleries, prep room, collections vault and storage room;
- Maintaining proper supply inventory in prep room. Ensuring room is stocked, organized, tools are in working order, and hangers and hardware are functional;
- Ensuring pedestals and exhibit cases are in working order; patching and repairing when necessary; and
- Shipping and receiving exhibitions including shipping to and receiving shows on loan; unpacking exhibits; creating and completing loan and condition reports for approval.

#### Required Qualifications:

- Progression towards Associate or Bachelor degree in Museum Studies or similar curriculum
- Ability to think creatively and independently
- Ability to lift up to 50 pounds
- Willingness to work at heights of 20 feet or more
- Proficiency in Microsoft Office products including Excel and Word
- Experience working in database environments
- Excellent communication skills



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**Preferred Qualifications:**

- Associate or Bachelor degree in Museum Studies or similar curriculum
- Experience operating a scissor lift or other heavy machinery
- Light carpentry or construction experience

**Applications and inquiries about this position will be accepted through Monday, October 16 2017 at 5:00 p.m. and must be submitted to [amanda@thenic.org](mailto:amanda@thenic.org).**

**No phone or in person solicitations will be accepted.**