

# *Job Opportunity*

## *Smithsonian Institution National Museum of American History*

### **Museum Technician**

The National Museum of American History is accepting applications for an entry-level, temporary museum technician in the Division of Work & Industry. The technician will work with curators to process incoming acquisitions related to business and food history. Work includes tracking acquisitions, numbering and photographing objects, creating records in our collections management database, completing record files for the Registrar, and writing Web labels. Applicants should have some experience handling and cataloging three-dimensional collections. All applicants will be considered; candidates with an MA degree in museum studies or public history are encouraged to apply.

#### Salary and Length of Appointment

This is a Trust (non-federal), 2-year appointment with a full-time annual salary of \$44,941 (7 step 1) and a benefits package.

#### To Apply

Please submit a cover letter explaining your training and professional qualifications for the position and a resume with contact information for three (3) work and/or academic references no later than **April 10, 2017** to:

[NMAHApplications@si.edu](mailto:NMAHApplications@si.edu)

The Smithsonian Institution is an Affirmative Action/Equal Opportunity Employer. Women, minorities, people with disabilities, and candidates of all backgrounds are encouraged to apply.

## MUSEUM SPECIALIST (General) IS-1016-7

### INTRODUCTION

This position is located in the Division of Work and Industry in the Department of History, National Museum of American History. The incumbent performs research, cataloging, and data entry into the Museum's automated information system. The incumbent may function alone or as part of a team on a project or within a collecting unit.

### MAJOR DUTIES

The incumbent tracks, processes and catalogs new acquisitions, prepares catalog entries, photographs, and houses museum objects and collections of varying size, type, material, condition and available documentation.

For the standing collections, catalogs objects in automated collections information system, determining object classifications, selecting relevant data and formats and downloading digital photographs. Researches division, department and museum records to develop correct documentation for the standing collections, which have varying degrees of documentation and often need substantial research.

### FACTORS

#### 1. Knowledge, Skills and Abilities:

Knowledge of cataloging museum collections and entering data into museum automated systems. Skill in using automated collections systems to create and update collections information. Knowledge of museum collections procedures, techniques, tools and materials to handle, document and store objects and collections. Ability to work independently and in a team cooperatively.

#### 2. Supervisory Controls:

Incumbent reports to Chair and cooperates with curators and collections management services staff. Work is assigned in terms of project and continuing responsibilities. All but the most unusual circumstances are handled independently; work is rarely evaluated in process. Incumbent keeps supervisor and appropriate staff advised of progress.

#### 3. Guidelines:

Written guidelines consist of numerous established procedures and policies of the Museum, Department, and Division, specifically the collections management policies and practices and division practices. In situations where guidelines are inadequate or do not apply, the incumbent uses judgment to interpret or develop relevant guides.

#### 4. Complexity:

The work consists of numerous duties related to the cataloging, handling, storage, etc., of the collections. The collections are varied, with objects ranging widely in size, composition, age, historical significance, documentation and manner and place in which stored.

#### 5. Scope and Effect:

The work assures that collections are documented adequately, handled and stored safely. Work affects the accessibility of the collection to museum staff and the general public (especially through the web) and to the degree to which the objects can be used for research and exhibition.

#### 6. Personal Contacts:

Contacts are with curators, scholars, and staff of Department of History or other museums.

#### 7. Purpose of Contacts:

Contacts with others in the museum community are largely for the purpose of obtaining their special knowledge, skills and services for assistance in solving problems and for obtaining information about the objects or collections.

#### 8. Physical Demands:

Some sedentary desk work, much walking and bending and lifting of objects. Some work will involve physical exertion such as lifting and moving heavy or moderately-heavy objects. Care in handling and moving objects is mandatory. Manual dexterity is required in order to perform fine work on delicate and fragile objects.

#### 9. Work Environment:

Work is performed in various areas, including offices, collections storage areas, and libraries, which may involve uncomfortably warm or cool temperatures, high humidity, or dust.