



Museum Archives
ARCHIVAL Collections Assistant
Part-time position starting in April 2022
Exempt, paid

SUMMARY

This is a unique opportunity for students or recent graduates who seek to gain practical experience in collections care. Successful candidates will work with the Director of Archives and Exhibits to rehouse parts of the corporate archives and assist in maintaining an inventory of the collection. The Assistant will work with the collections database system, Past Perfect, by inputting data collected from the inventory. Assistants will also assist with reconciling objects flagged during inventory by researching and reviewing Museum's paper and digital records.

DUTIES AND RESPONSIBILITIES:

- Assist with housing and/or rehousing of archives and artifacts
- Marking and tagging of collections
- Create digital files of images and ephemera using a flatbed scanner
- Create catalog records for museum collections
- Conduct data entry in the collections management database, Past Perfect
- Update existing catalog records for museum collections

QUALIFICATIONS

- Knowledge of material assets and accepted standards for storage and handling of objects
- Well-organized, methodical, able to work independently and cooperatively with others
- Ability to organize and prioritize duties
- Accuracy and attention to detail
- Familiarity with collection management database systems; knowledge of Past Perfect collections management system preferred

Compensation depends on experience and qualifications. This is a part-time, temporary position for approximately 16-20 hours per week. The term of employment is open for up to nine months. Interested applicants should send a resume and cover letter detailing how they would be a good fit for the position to archives@crsmithmuseum.org.

All candidates must pass a background check before starting employment.

No phone calls, please.

About the Museum

The American Airlines CR Smith Museum is an independent nonprofit organization dedicated to providing life-changing educational programs to children of all backgrounds while preserving American Airlines heritage for the community and team members to enjoy. The Museum is on an exciting growth trajectory coming out of the

pandemic. In 2021, the Museum was awarded Best in DFW Bronze for Museums and two Million Women Mentors – Texas Stand Up for STEM awards in the programming and educator categories.