

## **Collections Assistant – Full-time, grant-funded**

The Staten Island Museum seeks a full-time Collections Assistant to provide collections care and maintenance for the institution's object collections. Reporting to the Director of Natural Science, the Collections Assistant will focus primarily on the museum's archaeology collection, including Lenape artifacts for which SIM is preparing for tribal consultations. As part of a comprehensive inventory update, the Collections Assistant will conduct object inventory, create and analyze collection object records and ensure the integrity of data captured.

The Collections Assistant will also provide support for the Natural Science collections, including inventory and organization. As a collections team member, the Collections Assistant contributes to Interpretive Planning discussions for exhibitions and collections displays. This is an excellent learning and growth opportunity for hands-on experience working with a diverse range of collections, including natural science, history and art. This is a three-year grant-funded position, with the possibility of extension.

### **About the Staten Island Museum**

Founded in 1881, Staten Island Museum engages visitors with interdisciplinary exhibitions and education programs that explore the dynamic connections between natural science, art, and history based on its broad collections. The Staten Island Museum is a member of the Cultural Institutions Group, a public-private partnership with the City of New York. SIM is a premier cultural institution with a longstanding history in the community. In Fall 2015, Staten Island Museum opened its flagship building at Snug Harbor and is in planning phases for an expanded STEAM Education Center.

See [www.statenislandmuseum.org](http://www.statenislandmuseum.org) for more info about the museum.

### **Duties and Responsibilities:**

- Inventory, rehouse and catalog collections in Past Perfect Museum Software
- Digitize collection objects and documents
- Utilize institutional archives to research collection objects and enhance object records
- Assist in ensuring NAGPRA compliance
- Respond to information requests regarding the collection
- Attend weekly collections meetings and project check-ins
- Participate in Interpretive Planning and all staff meetings

**Skills and Qualifications:**

- Bachelor's degree in Archaeology, Anthropology, Museum Studies, or other related fields
- Minimum 1 year hands-on experience in collections; archaeology collections preferred
- Strong written and verbal communication skills; professionalism and diplomacy required
- Strong organization and time-management skills; attention to accuracy and detail is essential.
- Technical literacy including Zoom, Microsoft Suite, Google Suite
- Familiarity with collections management databases. SIM uses Past Perfect Museum Software.

**Compensation:**

\$50,000 annual salary for non-exempt full-time position (35 hours/week).

The Staten Island Museum offers a comprehensive employer-sponsored benefits package including full health care coverage for individual or family, generous vacation time and holidays, supplemental benefits, and retirement program access including 401K program (non-matching) and pension, designed to promote health, well-being, and long-term security for our employees.

**Work Location:** On-site

**Start Date and Schedule:**

The position is open immediately and follows a full-time, Monday through Friday 35 hour weekly schedule, with occasional evening and weekend attendance for community events and special museum programs. This role is grant funded for three years with the possibility of extension.

**To Apply**

To apply, please submit cover letter and resume to [apply@statenismuseum.org](mailto:apply@statenismuseum.org) with subject line: **Collections Assistant – [your last name, first name]**.

Applications and interviews will begin on a rolling basis. Applications will be accepted through February 28 or until the position is filled.

**No calls please.**

*Staten Island Museum is an Equal Opportunity Employer. SIM values a diverse workforce and an inclusive culture. SIM encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability, and veteran status.*

*Research shows that women and people from underrepresented groups often apply to jobs only if they meet 100% of the qualifications. If you believe you meet most of the qualifications, we strongly encourage you to apply.*