Part-Time Collections Assistant

The Collections Assistant is responsible for the stewardship of the Collections of the International Museum of Surgical Science. This position deals directly with maintaining, cataloging, researching, and storing the collections. Additional responsibilities include grant writing and fundraising assistance for the improvement of the collections. The Collections Assistant reports directly to the Manager of Exhibitions and Development. 20-28 hours per week/ $16-18 hourly, depending on experience

Job Responsibilities:

- Use PastPerfect Software to record, update, and maintain collections records
- Organize the collections in all collection sites, maintaining a tidy and clean working area
- Recommend purchases for consolidating and updating collections storage and care
- Condition reporting collection objects and keeping repair/cleaning records
- Research on collections when necessary
- Be the point person for collections inquiries, donation requests, and for researchers
- Assist the curator with exhibition label writing and identifying items for exhibits
- Assist the curator in writing preservation grants that cover collections, such as upgrading storage, facilities, or building preservation.

Candidate Qualifications:

- Bachelor's degree in history, art history, museum studies, or other related field
- Career or internship experience working directly with institution collections
- A basic understanding of collections management software such as PastPerfect
- Certification in archives or collections handling is a plus
- Grant writing experience is a plus
- An interest in history or medical humanities is a plus
- Preferred qualities: attention to detail, motivation, goal-oriented, works well independently, team player, takes initiative, takes pride in one’s work

To apply, submit a resume, references, a 500-word writing sample, and a cover letter that addresses why you are interested in this position to: Michelle Rinard, Manager of Exhibitions and Development, michelle@imss.org. Files should be submitted in PDF format only.