

THE MORRIS COUNTY PARK COMMISSION

Job Description

Title: Collections Assistant

Part Time: Annual or Seasonal

Division: Historic Sites

Effective Date: 8/8/2019

Prepared by: L. Laffey

Approved by: R. Vitale

Position Charter:

The primary objective of this position is to assist the Curator of Collections & Exhibits and the Registrar in providing high quality professional care and display of the Morris County Park Commission's historical collections to the benefit of park patrons and the citizens of Morris County while controlling operating expenses.

This position, working under the supervision of the Curator of Collections & Exhibits, is responsible for assisting with the housekeeping of historic buildings in accordance with the Housekeeping Plan, monitoring environmental conditions of historic buildings and collections storage areas, and maintaining proper care of the artifact collections within the Historic Sites division and other culturally significant buildings/sites within the Morris County Park Commission. These collections include historic objects, historic records and papers, rare books, photographs and ephemera, reproduction artifacts, and other historic features and elements of the park system. In addition, the position is responsible for assisting the Registrar with registration duties, research and reproduction requests, conducting research, and providing access to collection as needed. This position is also responsible for assistance with the implementation of new exhibits, exhibit research, writing, fabrication and installation of exhibits in accordance with the 5-year Exhibit Plan.

Essential Functions:

- Cleaning and maintaining display areas, collection storage areas, and artifacts within the Historic Sites division and other culturally significant buildings within the Morris County Park Commission, in accordance with the Housekeeping Plan. This may include, but not limited to: dusting, mopping, vacuuming, polishing, etc.
- Assists with monitoring and inspecting environmental conditions impacting preservation of collections and historic buildings within the Historic Sites division and other culturally significant buildings within the Morris County Park Commission; includes maintenance of environmental monitoring equipment; and reporting data and findings to the Registrar and Curator of Collections & Exhibits.
- Assists, as needed, with the implementation of the Acquisition, Deacquisition and Loan programs for the Historic Sites division of the Morris County Park Commission in accordance with Commission policies; this may include processing paperwork, cataloging, photographing, and the pickup, return or disposal of items for the Park Commission.
- Assists with inventories of historic & non-historic objects within the Park Commission collections.

- Assists in collections handling activities including: hanging and installation, packing and unpacking, transport, and movement of large objects.
- Assists with exhibition development and implementation in accordance to the 5 year Exhibit Plan, including but not limited to; conducting exhibit research, writing, panel updates, fabrication and installation, where necessary and coordination of exhibit cleaning.

Other Functions:

- Assists with coordinating research and photo reproduction requests, conducting research, and providing access to collection as needed.
- Conducts research, as assigned, to aid in program and exhibit development, preservation and archeological projects, and the interpretation and description of historic resources.
- Assists Historic Sites Division educational staff with programs, as needed.
- Assists with Preservation Projects, as assigned by the Curator of Collections & Exhibits or the Assistant Director of Historic Sites.
- Performs related work as required to further the goals of Historic Sites Division of the Morris County Park Commission.
- Ensures adherence to established P.E.O.S.H.A. and Morris County Park Commission Safety Standards and ensures that Park Commission policies and procedures regarding public access are followed.
- Completes other tasks and projects as assigned.

Qualifications:

- Graduate of a college of recognized standing with a major program of study in history, art, American studies, museum studies, or a related field.
- One year historic artifact, archives or fine art object handling experience.
- Previous museum or historic sites housekeeping and exhibit maintenance experience preferred.
- Previous experience conducting historical research and writing for a museum/historic sites audience with the ability to adjust writing style based on the audience preferred. Writing sample may be requested.
- Knowledge of the tools, methods and theories used in collections care management at historic sites and a demonstrated ability to catalog, maintain and evaluate historical collections.
- Ability to understand, follow, and give written and verbal directions.
- Ability to communicate effectively with Park Commission staff and the public.
- Possession of a valid New Jersey Driver's License.
- Ability to work a flexible schedule, including holidays, evenings and weekends.
- Maintain a satisfactory attendance record to perform the essential functions of the job
- Ability to climb and work from ladders.
- Ability to lift and carry objects up to 50 lbs.
- Ability to perform the essential functions of the position with or without reasonable accommodation.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.