

Collections and Exhibitions Assistant Position Description

The Collections and Exhibitions Assistant reports to the Director of the Betsy Ross House.

The Collections and Exhibitions Assistant is responsible for the care of the Betsy Ross House collection, including routine cleaning of the rooms and objects in the historic house, coordinating an upcoming move of artifacts to a new storage space, climate monitoring, processing loans and new acquisitions, inventorying and maintaining the record files. This person plays an integral role in the development of new exhibitions, participating in the installation and deinstallation of the exhibits as well as assisting with planning and scheduling programming to complement the exhibitions. They are responsible for the continued maintenance of the collection database, Past Perfect. The Collections and Exhibitions Assistant will also act as an ambassador for the Betsy Ross House with visiting donors, researchers, and special guests.

RESPONSIBILITIES:

- Manages all aspects of collections care, following and implementing museum professional standards and practices. Directly manages the acquisition, documentation, care, maintenance and handling, use and access, copyright, security, environmental monitoring of objects and facilities. Responsible for object record-keeping through the Past Perfect collections database and paper files and archives.
- Coordinate the move of artifacts and storage furniture to a new collections storage space, and optimize the new space for collections needs.
- With the Betsy Ross House Director, creates and updates collections policies as needed.
- Recommends to the Director appropriate donations and purchases of objects to add to the Betsy Ross House collection.
- Represents the Betsy Ross House in accepting title to and responsibility for museum objects.
- Maintains a library of digital images of the site (both historic and modern photographs), people associated with the Betsy Ross House, programs held on the grounds and collections object photographs.
- Ensures that the information disseminated by the Betsy Ross House, through interpretive panels, exhibits, staff members and/or literature is historically accurate.
- Collaborates with Audience Engagement Manager on exhibition planning, including preparing budgets for related costs, research, co-writing interpretive labels, identifying objects to exhibit, coordinating loans, creating mounts, etc.
- Responsible for loans documentation, and logistics, shipping, receiving, packing, and condition reports, and object security for collections exhibitions and for incoming and outgoing loans.
- Conducts two major cleanings per year of the historic house, storage spaces and the objects housed in each location, employing methods that meet current museum standards.
- Performs an annual inventory of the entire object collection.
- Prepares budgets for the care, exhibition, and acquisition of collections objects.

- Assists in preparing proposals and grant applications for special collections-oriented projects.
- Supervises access to objects for study, exhibition, and research.
- Oversees the conservation and preservation of artifacts including managing and coordinating conservation treatments.
- Supervises Collections Department interns. Gives training to staff as needed.
- Works with Director to provide professional leadership by establishing standards and policies for the management, care and documentation of the site's historic objects, records, and structures.
- Performs miscellaneous job-related duties as assigned.

EDUCATION AND EXPERIENCE:

- Bachelors Degree in Museum Studies or a related field and at least two years experience working with museum collections.
- Must be able to work both independently and with a team consisting of staff from multiple departments.
- Strong verbal and written communication skills.
- Must be able to multi-task. The ability to work efficiently on several projects at once is important.
- Ability to lift 30 pounds, navigate narrow, steep, winding stairs, and climb ladders is required.

HOURS AND COMPENSATION:

This is a part-time position with flexible work schedule, 15 hours per week. May be required to work some nights, weekends, and holidays (Memorial Day, July 4th, etc.). Hourly rate is \$20/hour.

Historic Philadelphia, Inc. is an Equal Opportunity Employer. To apply, send a cover letter and resume to Lisa@Betsyrosshouse.org.