

Portage County Historical Society

Full Time Collections Coordinator Job Description

Position Title: Collections Coordinator

Reports to: Executive Director

Supervises: Collections Interns and Volunteers

Salary: \$35,360/yr., salaried

Benefits: Flexible Time Off

Schedule: Mon-Fri from 9 a.m. to 5 p.m. with occasional nights and weekends

The Portage County Historical Society (PCHS) is excited to announce the posting of a new position, Curator, at our organization. As a growing organization, it is paramount that we continue to utilize our rich artifact collections to promote the awareness of Portage County's heritage, provide public access to our collections, and amplify our various programs and exhibit. Additionally, as PCHS is transitioning from volunteer to professional collections management, this position will serve as a bridge between the two eras of the organization.

Responsibilities:

Collections Management

- Responsible for registration, including paperwork for new donations and loans and updating old accession records.
- Responsible for management, care, inventory, and research of the artifact, photograph, archives, and costume collections, including cataloging new donations and collections backlog.
- Digitization of 2D artifacts, photography of 3D artifacts.
- Develop and maintain all reference collections (library, building and reference files, etc.).
- Manage documentation of collections information in Past Perfect On-line database.
- Implement and update collections and research policies and procedures following museum standards and best practices.
- Assist in writing grants to support collections and digitization projects.
- Oversee collections/museum volunteers and hire and train interns.

Exhibits and Research

- With Executive Director, develop, plan, install, transport, and manage exhibitions (including traveling exhibits) and advise on preservation issues of exhibition.
- Provide reference services to patrons and access to collections, completing research requests.
- Write articles for PCHS website and newsletter.
- Assist in social media postings highlighting collections.
- Provide collections advice and support to PCHS staff and board of directors.

Organizational Operations

- Provide staff support for occasional programs and special events.
- Prepare occasional public presentations on topics of local history.
- Provide occasional staffing of PCHS sites and gift stores.
- Other duties as assigned.

Preferred Qualifications:

- Minimum of bachelor's degree in public history, Museum Studies, or similar.
- Experience with Past Perfect database.
- Experience with archives and digitization.
- Strong written and verbal communication skills.
- Ability to lift 40 pounds or more and traverse stairs.

To Apply: Send cover letter and resume to Executive Director John Harry at jharry@pchswi.org

APPLICATION DEADLINE: December 1st, 2023