

Curatorial Assistant/Collections Manager, Norwalk Historical Society

The Norwalk Historical Society in Norwalk, CT is seeking a part-time Curatorial Assistant/Collections Manager. The Society was incorporated in 1899, with focus on the research, preservation, and promotion of interest in the history of Norwalk. The collection is comprised of artifacts, paintings, photographs, archives and ephemera.

Essential Duties:

- Performs a variety of curatorial museum services including collection, preservation, exhibition, interpretation and research.
- Strong computer skills; Expert facility in Microsoft Office or equivalent – Word, Excel and PowerPoint and Adobe Photoshop.
- Knowledge of registrar database software, preferably PastPerfect Museum Software.
- Preparing loan forms, incoming/outgoing receipts, and accessioning objects.
- Knowledge of museum registration processes and standards including applicable laws and ethical codes as set forth by AAM.
- Knowledge of current best practices and standards in the field.
- Familiarity and experience with rights and reproductions and digitization.
- Handling, storage, and conservation experience with a medium collection and/or multiple sites, including artifacts and archival materials.
- Excellent organizational, interpersonal, and communication skills (both written and verbal)
- Supervise the work of volunteers and interns.
- Comfortable and confident interacting with the public.
- Ability to be equally effective working independently or part of a team.
- Some physical activity such as climbing ladders, stairs, lifting boxes up to 40 pounds, and kneeling is required.

Education:

- Bachelor's degree required; Masters Degree preferred in history, art history, museum studies or related field with a minimum of five years experience.

Hours & Compensation:

- Part-time up to 40 hours per month.
- Compensation is commensurate with experience and qualifications.

To apply: Applications will be accepted until the position is filled. Qualified applicants should send a letter outlining their interest and qualifications for this position, resume or CV, writing sample and a list of three professional references to director@norwalkhistoricalsociety.org. No phone calls please.