

# Student Worker – Alabama Department of Archives and History

## Museum Collections Section – Collections Assistant Job Description

Student worker position within the Museum Collections Section, assisting the curatorial staff in the day-to-day tasks of caring for the department's artifact collections and providing access to the collections through creating exhibits and fulfilling research requests.

### Pay Range:

\$8.50 per hour for an undergraduate student (history, anthropology, museum studies or other related field preferred).

\$10.00 per hour for a graduate student.

### Daily Responsibilities:

- Catalog new artifact collections, including entering a physical description of the artifact, a brief history of its use, and other pertinent data into the museum database software PastPerfect.
- Inventory artifacts in the permanent collection and update the corresponding records in PastPerfect.
- Assist with research requests for artifacts in the collection.
- Assist with developing, installing, and de-installing temporary exhibits.

### Other responsibilities as necessary:

- Scan and organize digitized curatorial records.
- Organize hardcopy of curatorial files by date, catalog number, or alphabetically.
- Photograph artifacts and attach to corresponding records in PastPerfect.
- Conduct historical research on artifacts in the collection.
- Assist with special events held at the department, including educational programs, exhibit-related events, and professional development workshops.
- Answer Museum Collections office phones and respond to questions.
- Assist with the preservation and conservation of artifacts in the collection.
- Assist curators with making repairs to the exhibits.
- Set and record insect monitors for Integrated Pest Management program.

### Requirements:

- Desire to work in a museum or public history setting.
- Interest in and familiarity with U.S. and Alabama history.
- Ability to work independently and to manage unexpected situations.
- Must be comfortable interacting with the public.
- Ability to lift or carry objects weighing between 25-50 pounds.
- Familiarity with Microsoft Office programs: Word, Excel, etc.
- Above average writing & editing skills.
- Maintain appropriate business casual attire. All clothing should be clean, neat and professional.

### Hours:

- Flexible depending upon your class schedule and needs of department 10 – 25 hours per week.
- Availability between hours of 8:30am-4:30pm.
- Must be available to work occasional Saturdays 8:30-4:30.

Submit completed ADAH Student application form to Sarah McQueen at [sarah.mcqueen@archives.alabama.gov](mailto:sarah.mcqueen@archives.alabama.gov) or call Raven Christopher, 334-353-4696, for more information.



*STUDENT WORKER POSITION*

*AVAILABLE 2016-2017 SCHOOL YEAR*