

# YORK COUNTY HISTORY CENTER

## Position Description

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<b>Position Title:</b>	<b>Collections Inventory Assistant</b>
<b>Status:</b>	Part-time (28 hrs./week), Non-Exempt, one-year, renewable position
<b>Department:</b>	Collections
<b>Reports to:</b>	Director of Collections
<b>Works Closely with:</b>	Collections Department Staff and Volunteers

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### **Organization:**

The goal of the York County History Center is to inspire the exploration of York County's rich cultural heritage, including its people, culture, and the events that shaped history both on local and national scales. The History Center's artifact collection encompasses more than 90,000 artifacts highlighting nearly 300 years of York's impressive history. These artifacts document the development, culture, and contributions of the York County community.

### **Description:**

The Collections Inventory Assistant's primary duty is to assist the Director of Collections and other department staff in executing a complete inventory of the museum's collections in preparation for their relocation to the History Center's future and alternative museum sites.

### **Responsibilities:**

Tasks include, but are not limited to:

- Verifies or enters catalog information on each item in the collection into the database.
- Documents and/or updates the physical location of each collection item in the database.
- Associates all items with their correct paper and database files and creates such files if they do not already exist.
- Ensures all items are properly marked with object numbers following professional museum standards and protocols. If object number is missing, determines the correct number and properly marks each item.
- Digitally photographs each artifact and uploads images to the database.
- Assesses condition of each item and updates condition information in the database as necessary.
- Registers and forwards undocumented "found in collection" items to the Director of Collections.
- Prepares and rehouses objects to be moved to new facility.

### **Qualifications:**

- Minimum of a Bachelor's Degree in Museum Studies, History, or related field; current experience working/volunteering in a Collections Department preferred.
- Must have a basic understanding of professional collections management and registration practices.
- Excellent computer skills and attention to detail.
- Ability to work collaboratively and amiably with Collections Department staff and volunteers.
- Working knowledge of PastPerfect museum software preferred.
- Must have the ability to lift and move objects weighing up to 40 pounds, sit/stand for long periods, crawl on floor, and climb a ladder.

This is a part-time, one-year, renewable position. To apply, email your cover letter and resume to Rachel Warner, Director of Collections at [rwarn@yorkhistorycenter.org](mailto:rwarn@yorkhistorycenter.org) by January 18, 2019.