



MUSEUM ASSISTANT

Title: Museum Assistant

Reports to: Curator/Museum Director

Summary: A part-time position working with the American Numismatic Association's Edward C. Rochette Money Museum. This position will assist the collections manager with cataloguing the ANA's holdings. This includes data entry, measuring, weighing and adding images of objects to create a complete record in the museum database. This position is non-exempt.

Maximum 28 hours per week. Standard working hours are Monday through Friday, 8:00am to 5:00pm, with other hours possible, as needed.

This job description does not imply an employment contract, nor is it intended to include every duty, task or instruction for which the employee is responsible. Other tasks may be assigned, based on business needs and/or the department supervisor's request.

Job Responsibilities:

- Catalog the collection into PastPerfect database
- Generate labels for objects
- Museum maintenance, including cleaning cases, replacing lights, etc.
- Assist with group tours of the museum and demonstrations at the museum's Mini Mint
- Assist in exhibit development

Skills and Qualifications:

- Strong typing skills
- Strong writing and editing skills
- Computer and data-entry proficiency
- Comfortable with public speaking
- Self motivated

Preferred:

- Desire to work in the museum field
- Interest in history
- Desire to learn about numismatics
- Familiarity with PastPerfect museum software