

11/5/2020



**Amherst College**  
**Office of Human Resources**

## JOB DESCRIPTION

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Title: Collections Assistant

Department: Emily Dickinson Museum Reports to title: Collections Manager

Full Time: X Part Time: \_\_\_\_\_ Date Prepared: 10/9/20

Job group & level: PT-1 (non-exempt) Regular Daily Work Schedule: \_\_\_\_\_

Pay Type: Weekly X Monthly \_\_\_\_\_ Months Per Year: 12 Hours Per Week: 35

(Summer Months) Months Per Year: \_\_\_\_\_ Hours Per Week: \_\_\_\_\_

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### 1. Summary of Position:

Reporting to the Collections Manager, the Collections Assistant supports project activities directly related to creating digital documentation of objects in the collection. Principal duties include processing, art handling, numbering, and recording descriptive data about collections objects, populating a collections database, and creating digital images and metadata.

The Collections Assistant will work effectively with diverse teams, and participate in the College's efforts to create a respectful, inclusive, and welcoming work environment.

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### 2. Principal Duties and Responsibilities:

#### **Collections Documentation and Handling (80%)**

- Create new digital and paper records for individual objects in PastPerfect collections management software.
- Photograph objects, link digital images to object records in the database, and archive images in multiple formats.
- Maintain standards in quality and consistency of data prepared for entry in PastPerfect database.

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- Implement safe storage of objects in the collection at the direction of the Collections Manager.

#### **Internship supervision and support (15%)**

- Assist Collections Manager in supervision of interns in collections documentation.
- Support interns and museum staff in appropriate object handling and assessment of object condition.
- Effectively engage a diverse set of interns, colleagues and community members.

#### **5% Perform other duties/functions as requested**

All employees are expected to participate in the College's efforts to create a respectful, inclusive, and welcoming work environment.

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#### 3. Internal-External Interaction/Communication:

Primary interaction is with direct supervisor, museum colleagues, and interns. This position is not responsible for interaction and communication with external constituents.

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#### 4. Education: (include certifications and licenses)

Required: Bachelor's degree

Preferred: Bachelor's degree in art, art history, history, or museum studies.

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#### 5. Experience: (List specific skills necessary to perform this job)

Required:

- Computer competency.
- Ability to follow established work flows with consistency.
- Strong organizational skills and attention to detail.
- Ability to foster a cooperative work environment.
- Ability to manage and impart information to a diverse set of users and stakeholders.
- Commitment to furthering the museum's values and goals in diversity, equity and inclusion.
- Successful completion of a pre employment physical and lift test

Preferred:

- Proficiency in operating DSLR camera and Adobe Photoshop software.
  - Knowledge of nomenclature, metadata standards, best practices in object handling.
  - Knowledge of and experience with collections management and digital asset management systems.
  - 1-2 years of demonstrated experience with cultural heritage collections.
  - Knowledge of museum policies, practices, standards, and procedures.
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6. Environmental and Physical Demands: (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

- Visual – acute concentration including distinguish colors/shades.
  - Repetitive motions—hands/wrists/fingers.
  - handling of average-weight objects up to 40 pounds
  - Standing and/or walking an average of 4 hours per day.
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7. Decision Making:

This position requires an understanding of existing practices and procedures and uses these procedures to solve routine problems. Uses judgment to refer complex problems to supervisor.

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8. Supervision Exercised/Received:

Receives general supervision, guidance, and direction from supervisor. Work methods, progress, and outcomes are reviewed regularly by supervisor.

Supervisory Responsibility:      Yes      X                No                      

Number of Employees Supervised:   up to 3 interns