



TITLE: Collections Processing Technician
DEPT: Visitor Engagement
REPORTS TO: Director of Collections & Exhibitions

SUMMARY OF RESPONSIBILITIES:

The Collections Processing Technician is responsible for working with the Collections and Exhibitions team to catalog, photograph, and rehouse a new cranberry collection. This newly acquired collection of objects, artwork, ephemera, and archival materials will enhance Heritage's ability to tell important stories about our region. The Collections Processing Technician will advance the Heritage mission by gaining intellectual and physical control of this new collection and sharing this information through Heritage's online collections database.

This is a full time, non-exempt, one year term position.

SPECIFIC RESPONSIBILITIES:

COLLECTIONS CARE

- Move items to and within collections storage. Ensure that collections are handled in a safe manner.
- Assign each item a location. Rehouse items as necessary.

COLLECTION DOCUMENTATION

- Complete cataloging procedures for items and add the information to the collections management database.
- Photograph and scan items and add the digital files to the collections management database.
- Create finding aids for archival material. Complete inventories as necessary.

ORGANIZATIONAL SUPPORT

- Coordinate efforts with Collections and Exhibitions team and assist in supervising volunteers and/or interns.
- Document work progress for reporting purposes and demonstrate progress toward project goals against a project timeline.
- Perform all other duties as assigned by the Director of Collections & Exhibitions, Chief Program Officer, or the President & CEO.

REQUIREMENTS:

- A bachelor’s degree in art history, American history, or related field.
- At least one year of experience working with and handling museum and/or archival collections.
- Basic understanding of archival and/or museum collections management best practices and procedures.
- Excellent organizational skills and attention to detail.
- Experience and comfort with technology and object collections management databases.
- Willingness to exercise sound judgment and abide by and enforce policies.
- Comfort working independently, taking initiative to perform multiple tasks efficiently without close supervision.
- Willingness to assist with institutional priorities and to work as a member of the Visitor Engagement team.
- This job requires the ability to lift and move objects weighing 30 pounds unassisted, to be on your feet for extended periods of time, and the ability to push, pull, reach, stoop, crouch, lie on the floor, kneel, use gross and fine manipulation. Must be able to be seated at a desk, often for the majority of the workday.
- Must have a valid Massachusetts driver’s license.
- Occasional evening and weekend work required.
- This position is subject to criminal background records checks.

Approved by: _____
Collections Processing Technician Signature

Date

Approved by: _____
Director of Collections & Exhibitions

Date

Position approved on 03/11/2024. Original copy of job description with signatures will be filed with the Human Resources office.