



## **Collections Care Technician Job Description**

### JOB SUMMARY

The Collections Care Technician assists in the care and management of Historic Deerfield's museum houses and decorative arts collections. This position is primarily responsible for the cleaning, monitoring, and long-term preservation of Historic Deerfield's collections within the museum buildings and storage areas. The Collections Care Technician reports to the Collections Manager and is a full-time (35-hours per week), non-exempt position. This entry-level position is an excellent opportunity for anyone with a strong interest in collections management, conservation, or decorative arts. This position has a starting salary range of \$31,000-33,000 per year.

### CORE DUTIES

General cleaning and monitoring of exhibition galleries, historic houses, and storage spaces, and specialized cleaning and handling of collections objects, including dusting, vacuuming upholstered furniture, carpets, and window treatments, cleaning objects with approved materials and treatments, and assisting with the seasonal and cyclical rotation of museum objects.

Monitors the condition of collection objects on display and in storage and makes reports to the Collections Manager.

Assists Collections Manager with the implementation of the Integrated Pest Management Plan (IPM) and environmental monitoring of museum spaces.

Assists in the movement (packing, transportation, and supervision) of collection objects.

Provides support in rehousing collections, and in all aspects of preparing objects for installation and photography.

Assists with exhibition, gallery, and historic house installations.

Assists in the design and execution of mounts for art objects on display and specialized supports in storage.

Provides information to the Collections Manager for the operational and capital budgets.

Serves as an active member of the emergency Collections Response Team (CRT).

May be requested to participate in courier trips.

The Collections Care Technician also performs other duties as required to assist the Curatorial Department.

## KNOWLEDGE, SKILLS, AND ABILITIES

- Bachelor's degree or equivalent experience in Museum Studies, Conservation, Historic Preservation, or a related field, required.
- Prior museum experience preferred. In-house training will be provided in proper cleaning techniques and materials as well as how to handle historic objects.
- Computer skills, including Microsoft Office Suite, collections management systems, and email.
- Good organizational and communication skills and ability to work both independently and collaboratively as part of a team and in coordination with other departments.
- Dependability, integrity, punctuality, and willingness to learn are of the utmost importance.
- Ability to follow directions and complete assignments successfully.
- A valid driver's license, required.

## PHYSICAL REQUIREMENTS

- Ability to handle delicate and fragile works of art.
- Ability to lift, carry, and/or push up to 40 lbs.
- Ability to bend, reach, and stand for extended periods of time.
- Ability to climb up and down stairs and ladders and work while on ladders.

\* Consistent with its obligations under the law, the Museum will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of their job.

## WORKING CONDITIONS

Work is performed primarily in office environments, museum galleries, storage areas, and historic structures. May be exposed to dust, mold, and/or other organic material or other irritants. Many tasks involved standing for long periods of time. Appropriate personal protective equipment provided.

The Collections Care Technician will work 35 hours per week, Monday through Friday, from 6:00 am – 2:00 pm. There is a one-hour paid lunch break. Evenings and weekends may occasionally be required for programs, special events, or other needs.

Historic Deerfield offers an employee benefits program that includes paid time off, health, dental, and vision insurance, and a 403b retirement plan.

### TO APPLY

Please submit a cover letter, resume, and names of three references to Betsy McKee, Assistant to the President, [jobs@historic-deerfield.org](mailto:jobs@historic-deerfield.org) or P.O. Box 321, Deerfield, MA 01342 • Review of applications will begin immediately and will continue until the position is filled.

### About Historic Deerfield

Historic Deerfield, Inc., a not-for-profit museum of American history and art in western Massachusetts. The successful candidate will join a talented staff with deep expertise and a shared commitment to interpreting the history and culture of early New England and the Connecticut River Valley. Historic Deerfield is an affiliated member of Five Colleges, Inc., and is a part of the Museums10 network.

Historic Deerfield is committed to a policy of Equal Opportunity Employment and nondiscrimination against any individual on the basis of race, color, religion, sex, sexual orientation, transgender status, marital status, national origin, ancestry, genetic information, age, disability, veteran status, or any other classification protected under state or federal law.