

JOB DESCRIPTION



Job Title: Collections Assistant

Job Type: Part-time, temporary grant-funded position beginning September 2017; ~10 to 20 hours per week, to a total of 300 hours

Salary: \$15 per hour

Reports to: Curator, Lake Forest-Lake Bluff Historical Society

Job Summary: The Lake Forest-Lake Bluff Historical Society has recently moved to a new location. The Collections Assistant is responsible for completing a temporary project funded in part by the Illinois State Historical Records Advisory Board (ISHRAB) to unpack our museum collection and ready our PastPerfect collections database records for online access.

Major Duties:

1. **Unpacking**—Collections Assistant will assist with unpacking collection, rehousing some items, and entering new location information in PastPerfect.
2. **Cataloging**—Collections Assistant will catalog items from collections backlog and refine descriptions and search terms in existing catalog records.
3. **Online Access**—Collections Assistant will work with Curator to launch the Historical Society's PastPerfect Online collections database for public use

General Requirements:

- Must be able to lift 20 lbs.
- Must be able to stand or sit for long periods of time.
- Ability to work independently or as a team member.
- Knowledge of digitization processes and scanning.
- Knowledge of collections software with a preference for PastPerfect 4.0 or greater.

Minimum Qualifications

- Bachelor's or higher degree in History, Archives, Library Science or Museum Studies preferred but related fields are acceptable.
- At least 6 months of experience working or volunteering in a museum or library is required. Preference for candidates having experience with archival or three-dimensional collections and research.

How to Apply: Please send a cover letter, CV or resume, and contact information for two professional references to Curator Laurie Stein at lstein@lfbhistory.org by August 4, 2017. Please include "Collections Assistant" in the subject line.

The Lake Forest-Lake Bluff Historical Society inspires an awareness of the community's history and an appreciation of its relevance through delivering engaging exhibitions, publications and public programs; collecting and preserving local heritage and culture; and supporting historical research.