

Job Title: Collection Technician
FLSA Status: Hourly/Non-Exempt
Hours: Part-Time - Some evenings, weekends, and holidays

Summary: The Grand Rapids Public Museum (GRPM) is a place of never-ending learning and discovery, with programs and exhibits focusing on history, science and culture. The Museum is open daily to visitors, and hosts after-hours public events and programs, as well as private events. The GRPM creates positive visitor experiences through engaging exhibits and programs, and a safe, clean, welcoming space. The employee culture is one of teamwork, excitement and learning.

This is a paraprofessional position that assists with handling, documenting, and preserving the Museum's collections. This position reports to the Collection Manager. This position may supervise interns and volunteers.

Responsibilities and Duties include the following. Other duties may be assigned.

- Safely and carefully transporting museum objects between storage, exhibition spaces, and classrooms at several facilities in Grand Rapids
- Explaining and demonstrating safe object handling practices to interns, volunteers, teachers, students, researchers, and members of the public
- Completing regular condition reports for museum objects
- Cleaning, organization, and maintenance of museum objects, exhibitions, and storage areas
- Managing archival supplies
- Assist with ongoing object-level accessioning and collection inventory
- Prepare objects for research, loan, exhibition, and program use
- Ensure proper storage environment for museum objects including re-housing and mount construction, pest management, and environmental monitoring

Skills and Experience: Knowledge of basic museum conservation and registration practices, including artifact handling, packing, and storage methods. Attention to detail and ability to multi-task. Demonstrated ability to complete repetitive tasks. Communication skills to support and participate in inter-departmental projects and work with people from other professional organizations and the general public. Intermediate computer skills on cloud-based platforms including Google Apps, Basecamp, and Collective Access.

Qualifications: Proven proficiency with tools as they relate to the assembly of storage systems, fabrication of support mounts for artifacts, special packing or shipping containers, etc. Familiarity with basic moving and handling equipment, such as two-wheelers, pallet jacks, etc. Must have a valid Michigan Driver's License.

Education: Bachelor's degree and/or equivalent experience and education. One year of museum or related experience required (two or more years desired).

Physical Demands: Ability to lift, push or pull up to 60 pounds. Manual dexterity to operate equipment, climb ladders, reach objects in high places, move objects, operate hand and power tools, move, bend, twist and stoop in performance of job duties. Perform job duties on uneven working and walking surfaces.

Work Environment: Multi-site, controlled climate environment. Indoor and outdoor work and may have exposure to chemicals.