

Marine Corps Heritage Foundation

Collections Assistant (Part time)

Working at the National Museum of the Marine Corps

Job Posting

The Marine Corps Heritage Foundation preserves and promulgates the history, tradition and culture of the Marine Corps and educates all Americans in its virtues. In partnership with the National Museum of the Marine Corps, the Marine Corps Heritage Foundation provides part time assistants.

The Collections Assistant is primarily responsible for assisting the curatorial staff with cataloging, maintaining, and preserving the museum's collection. This position will be an employee of the Marine Corps Heritage Foundation who will perform these duties on board Marine Corps Base Quantico and at an off-site location in the Museum's collection storage buildings. Employment with the Marine Corps Heritage Foundation is conditioned upon satisfactory results from a background investigation.

****This position is limited to a maximum of 29 work hours per week with an employment term not to exceed three years.****

Responsibilities:

- Receiving and processing incoming collections
- Documenting artifact physical conditions
- Photographing artifacts in museum collection
- Updating entries in the museum's computerized catalog system - DONHAMS
- Rehousing artifacts for long term storage
- Creating and updating curatorial catalog files
- Assisting with inventories, organization, and relocation of collections
- Providing weekly status reports to the Marine Corps Heritage Foundation

Qualifications:

- Bachelor's degree in American history, military history, museum studies, and/or material culture
- Strong written communication skills
- Strong attention to detail and organizational skills
- Ability to multi-task and manage time independently
- Ability to work collaboratively in a team environment
- Professionalism with both internal and external customers
- Proficient in the use of computers and software (MS Office and basic photo editing)
- Previous collections handling experience preferred
- Strong photography skills preferred

MCHF is an equal opportunity employer.
For additional information or to apply, visit marineheritage.org.