

Collections Special Assistant

Working at the National Museum of the Marine Corps

Job Description

The Collections Special Assistant works with the collections management staff to catalog, maintain, and preserve the Museum's collection. This position will be located at facilities on board Marine Corps Base Quantico and in Dumfries, VA. Selected candidates must pass a background investigation.

Position is limited to 29 hours per week with a term not to exceed three years

Duties:

- Receive and process incoming collections
- Document artifact physical conditions
- Photograph artifacts in museum collection
- Update entries in NMMC's computerized catalog system, DONHAMS
- Rehouse artifacts for long term storage
- Create and update curatorial catalog files
- Assist with inventories, organization, and relocation of collections

Qualifications:

- BA in American history, military history, museum studies, and/or material culture
- Strong writing skills
- Attention to detail
- Ability to multi-task and manage time
- Proficient in the use of computers and software (MS Office and basic photo editing)
- Previous collections handling experience preferred
- Strong photography skills preferred

National Museum of the Marine Corps is an equal opportunity employer.