

## Restoration Section Special Assistant

Working at the National Museum of the Marine Corps (NMMC)

### Job Description

The Restoration Section Special Assistant (SA) will work with the Restoration staff in a team-based shop environment. The SA will be responsible for supporting staff with the disassembly, preservation, and re-assembly of macro artifacts (i.e. aircraft, artillery, and ground vehicles). Other duties will include supporting logistical activities for macro artifact relocation, uploading and maintaining cloud-based digital photographic files for current projects, and performing minor technical research utilizing digital and/or printed technical publications. This position will be located at the Museum Support Facility in Dumfries, VA. The selected candidate must pass a background investigation.

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

#### **Duties:**

- Disassemble, preserve, and reassemble macro-artifacts or components
- Photograph, upload, and maintain photos in support of restoration processes
- Assist with performing and documenting macro-artifact condition inspections
- Assist with discovering restoration methods in support of historical accuracy
- Assist with preparing macro-artifacts for transportation and storage relocation

#### **Qualifications:**

- Must be confident with hand tools
- Must be proficient in the use of computers and software (MS Office and basic photo editing)
- Attention to detail required
- Previous preservation/conservation experience preferred
- *Metal fabrication skills, good writing and communication skills are a plus*