

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*

Physical Requirements:

The environmental factors and/or physical requirements of this position include the following: While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations; and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-20 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard. The employee frequently is required to be in one position for long periods of screen use, reach with hands and arms, and talk and hear both in person and over devices. The employee interacts in close spaces and frequently with other workers, vendors, and guests. May be in situations which require conflict resolution. The position works in a museum environment with artificial light and air.

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