

Special Assistant, Museum Collections Processing Enhancement

- Under the direction of the History Division (HD) Archivists, the Assistant will assist with all aspects of archives collections management including to basic archival accessioning, holdings maintenance, arrangement, description, preservation and reference assistance, primarily in support of collections related to the National Museum of the Marine Corps activities.
- Processing new acquisitions, found-in-collections, and legacy collections: including researching, describing, preservation care, physical re-housing, and scanning,
- Perform basic image capture, enhancement, file organization tasks and technical/administrative metadata for cataloging collections
- Assist in implementing best practices in archives collection storage areas by re-housing and inventorying permanent collection objects
- Assist in public research requests, donor/vendor relations, and other outreach activities including newsletter articles
- Other duties as needed including clerical and maintenance duties

Requirements:

- Knowledge of American and USMC history
- Basic knowledge of archives, records management and historical research
- Strong written and verbal communication skills
- Experience with Microsoft Office and G-suite applications
- Preferred degree in U.S. history, archival science, or library science.

Marine Corps Heritage Foundation is an equal opportunity employer.