

## Special Assistant: Curatorial/Art

Working at the National Museum of the Marine Corps

[offsite at the Museum Storage Facility]

The Curatorial Art Section Special Assistant will conduct research, draft summaries of findings, assist with updating the catalog record for works of art in the Museum's collection, help with exhibit preparation, respond to image requests, and work with other Museum staff.

The position is limited to 29 hours per week with a term not to exceed three years.

Duties:

- Conduct primary and secondary research on artists to include muster rolls for acquisition reports and artist files.
- Update the catalog record in the Museum's collection database with additional information to include acquisition reports, dates, provenance, unit, battalion, division designations, events, equipment, and artist information.
- Assist the Art Curator in inventory management, maintaining artist and image files, and works of art scheduled for exhibit.
- Update and file digital images in an Excel database and folders with new scans.
- Work with the Art Curator to prepare works of art scheduled to be photographed.
- Maintain an Excel file with a list of works to be photographed.
- Prepare digital files for loan and image requests.

Qualifications:

- Excellent research skills and a working knowledge of online research tools
- Strong written and oral communication skills
- Degree in art history, history, and/or museum studies
- Experience using Microsoft Office Suite (Word, Excel, PowerPoint)
- Attention to detail and organizational skills

- Ability to multi-task and manage time effectively
- Good interpersonal skills
- Team player
- Interest in the US Marine Corps, art, military history and/or American history
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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.

The Marine Corps Heritage Foundation is an equal opportunity employer.