

The Valentine Employee Job Description

Position Title: Exhibition Technician, Costume and Textiles Collection¹

FLSA Status: Non-Exempt²

Hours: 10-15 hours per week

General Responsibilities: Museum Technician will assist with mounting, photography, cataloguing and re-housing costume and textile objects in a working laboratory on view in the Nathalie L. Klaus galleries as part of the *Dressing Identity: Caring for Collections* exhibition under the direct supervision of the Nathalie L. Klaus Curator of Costume and Textiles.

Reporting Supervisor: Nathalie Klaus Curator of Costumes & Textiles

Positions Supervised: none

Physical Demands: The Museum Technician must be able to use a telephone, computer keyboard and mouse; reach with hands and arms, speak for extended periods of time and listen. The employee is frequently required to walk and sit, as well as to lift and carry objects such as objects, boxes, books and files weighing up to 40 pounds; work within confined spaces; feel comfortable on a ladder; work around dust and mildew. The Museum Technician is occasionally required to stand, stoop or kneel. Specific vision abilities required by this position include close vision and the ability to focus. The physical demands described here are representative of the requirements that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Core Responsibilities and Duties

1. Educate and engage a diverse audience with Richmond costume and textiles history.
2. Professionally represent the Valentine to museum visitors.

¹ **DISCLAIMER:** This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.

² **FLSA stands for the Fair Labor Standards Act**, which was enacted by Congress in 1938 and is under Federal Wage and Hour statutes. The Fair Labor Standards Act uses the terms exempt and nonexempt to describe work that is included (nonexempt) or not included (exempt) in the Act's overtime and record-keeping provisions. The Act requires that overtime (payment for hours worked in excess of 40 hours in one week) be paid to employees performing nonexempt work.

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3. Answer visitor questions with personable and knowledgeable attitude.
4. Data Entry:
 - a. Input of recent acquisitions, collection data, and catalogue information into collections management software system, including current location.
 - b. Review of object information from collection files and card catalogue for entry into database.
 - c. Photography/digital documentation of collection.
5. Rehousing:
 - a. Prepare and pack catalogued objects to be returned to collections storage.
 - b. Return rehoused objects to collections storage.
6. Inventory:
 - a. Systematically inventory specific segments of the costume and textile collection as directed by supervisor.
 - b. Photograph collection objects.
 - c. Complete data entry according to standards set by Costume and Textiles Data Base Style Guide.
7. Security:
 - a. Ensure security of the property, its contents, and the visiting public (i.e. ensure that all museum objects and workstation materials are securely stowed when leaving the installation space)
8. Other:
 - a. Assist, as needed, with proper paperwork including: file creation, file review, and verification of legal status of objects.
 - b. Implementation of institution's security procedures.

Qualifications: The museum technician must be organized and detail-oriented with good computer literacy. Knowledge of Access database system a plus. S/he should have complete a university degree in fashion, textiles, theater (with a focus in costuming), museum studies or prove proficiency of dating garments from 1800 through the present, basic sewing skills and the ability to learn minor conservation of objects on the job. Museum experience preferred.