

## The Valentine Employee Job Description

**Position Title:** Inventory Technician-Archives<sup>1</sup>

**FLSA Status:** Non-Exempt<sup>2</sup>

**Grant Funded Position:** 100%

**General Responsibilities:** The Inventory Technician will assist with the two-year-long inventorying of the Valentine's Archives including manuscript collections, ephemera, prints, books and photography. This work will involve description of manuscript collections; inventory of individual objects; data entry in collections management database; digitization; and rehousing. The Inventory Technician position is guaranteed for one year with the opportunity to renew for a second year. The Inventory Technician's work is conducted in accordance with the museum's official Collections Management Policy and strict adherence to the American Alliance of Museums Code of Ethics for Museums.

**Reporting Supervisor:** Collections Project Manager/Registrar with oversight by Director of Collections/Chief Curator

**Positions Supervised:** none

**Physical Demands:** The Inventory Technician must be able to use a telephone, computer keyboard, mouse, and camera; 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 Inventory Technician is frequently 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.

### 1. Core Responsibilities and Duties:

- i) Handle collection objects appropriately and according to established protocols
- ii) Review and recommend adjustments to current arrangement of archival collections

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<sup>1</sup> 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.

<sup>2</sup> 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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- iii) Rehouse archival collections
- iv) Develop collection, series and file unit records for archival collections in Proficio (Re:discovery) collections management database, ensuring quality control through associated lexicon, thesauri, and metadata standards following museum field practices and approved by the institution
- v) Develop item records for individual archival objects in Proficio (Re:discovery) collections management database, ensuring quality control through associated lexicon, thesauri, and metadata standards following museum field practices and approved by the institution
- vi) Photograph or scan objects according to digitization specifications
- vii) Ensure the safety of objects and personnel working within the collections by following established protocols

### 2. Required Skills:

- i) General knowledge of Virginia and American history is required.
- ii) Work experience in a history museum, library, archives or similar nonprofit organization
- iii) Excellent organizational and communication skills
- iv) Excellent problem-solving skills
- v) Ability to work independently
- vi) Ability to work well with a variety of people and excel in a team-based environment
- vii) Accuracy and attention to detail
- viii) Excellent time management skills

### 3. Preferred Skills:

- ix) Experience with computerized applications (particularly collections management, library or archival management, or museum database management systems)
- x) Familiarity with archival principles of arrangement and description
- xi) Experience handling paper and photographic materials

**Qualifications:** The technician must possess a BA in history, museum studies or related studies. Preferred qualifications: Master of Library Science or related degree. One year experience working to process archival collections.