

The Valentine Employee Job Description

Position Title: Museum Technician, Costume and Textiles Collection¹

FLSA Status: Non-Exempt²

General Responsibilities: Museum Technician will assist the Collections Team with the cataloguing, housing, and preparation of objects for installation in the costume and textiles collection under the direct supervision of the Nathalie L. Klaus Curator of Costume and Textiles. Will inventory specific collections, review object files and enter existing data into database as needed. Will assist with the management of volunteers and interns to communicate and ensure the use of best practices for installation, storage, and collections data entry. Will photograph objects and update database records as needed. Will assist with rehousing the existing collection as needed and with the integration, placement, and documentation of new acquisitions. Will assist with research appointments as needed. This work is conducted in accordance with the museum's official Collections Management Policy, adhering to the code of ethics advised by the American Association of Museums.

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.

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.

The Valentine Employee Job Description

Core Responsibilities and Duties

Collections Management

1. 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. Support for photography/digital documentation of collection.
2. Storage:
 - a. Generate supplies needed for proper storage and housing for objects in costume and textiles collection.
 - b. Assist with mapping of storage area and identification of storage units with the specific location of collection highlights for behind the scenes tours.
3. Inventory:
 - a. Develop inventories of collections;
 - b. Systematically inventory specific segments of the costume and textile collection as directed by supervisor.
 - c. Some photography of collection objects.
 - d. Complete data entry of people authority records as they relate to donors and specific fashion designers, stores and labels.
4. 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 be enrolled at a university at the junior level or above or a college graduate in fashion, 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.