

The Valentine Employee Job Description

Position Title: Museum Technician - Deaccession¹

FLSA Status: Non-Exempt²

Hours: 20 hours per week

Grant Funded Position: 100%

General Responsibilities: The Museum Technician will support the Registrar by assisting with the preparation and disposition of items proposed for deaccession from all three curatorial areas (Archives, General Collections and Costume and Textiles Collection). This work will involve object preparation, photography of objects; records management; packing and other duties as assigned. The Museum Technician's 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: Collections Project Manager/Registrar

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) Collections Management

a) Object Handling and Preparation

- i) Locate objects approved for deaccession and prepare for final disposition

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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- ii) Develop and maintain deaccession box lists
- iii) Remove, where appropriate, museum cataloging numbers via approved conservation techniques for archival, textile and three-dimensional objects
- iv) Pack objects per disposition requirements using appropriate methods and techniques for each object type
- v) Assist the Registrar in carrying out witnessed destruction disposition

a) Database and Electronic Records Management

- i) Update database records with relevant information and photography where appropriate
- ii) Support Assistant Registrar and Registrar in metrics gathering for interdepartmental reporting as needed

2) Other

- a) Implement institution's security procedures
- b) Keep up to date on current laws, practices and policies
- c) Member of Collections Team and attends meetings as needed
- d) Other duties as assigned

Qualifications: The museum technician must be highly organized, detail-oriented and have the ability to manage multiple tasks. The museum technician must possess a BA in history, art, museum studies or related field. One year of museum experience preferred.