

## The Valentine Employee Job Description

**Position Title:** Museum Technician-Costume and Textiles<sup>1</sup>

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

**Hours:** 20-25 hours per week

**General Responsibilities:** Museum Technician will assist the Collections Team with the care, cataloging and storage of objects in the costume and textiles collection under the direct supervision of the Nathalie L. Klaus Curator of Costume and Textiles. This work will involve inventory of collections; data entry in collections management software; photography of objects; preparation and installation of objects for photography and exhibition. The Museum Technician 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 assist with research appointments as needed. This work is conducted in accordance with the museum's official Collections Management Policy, in alliance with the code of ethics advised by the American Alliance 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

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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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accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Core Responsibilities and Duties

#### 1. Collections Management

##### a. Data Entry:

- i. Input location-based inventories, collection data and catalog information into collections management software system for new acquisitions and for existing collections material.
- ii. Photograph new acquisitions and existing collection items.

##### b. Storage:

- i. Monitor and communicate supply needs for proper storage and housing of objects in costume and textiles collection.
- ii. Assist with mapping of storage area and identification of storage units for new acquisitions.
- iii. House incoming objects. Rehouse objects as needed.
- iv. Assist with cleaning of costume and textiles storage and workroom.

##### c. Collections Assessment:

- i. Assist with tracking of collections inventory.
- ii. Assist with provenance research as needed.
- iii. Assist curator with refinement assessment by organizing object files by object type, condition and mission relevance for curatorial review.

#### 2. Other

- a. Ensure safety of working within the collections by practicing and following appropriate clean-up procedures as trained by managers.
- b. Assist with oversight of research appointments and classroom visits.
- c. Represent museum to public as needed.
- d. Implement institution's security, integrated pest management and environmental monitoring procedures.
- e. Keep up-to-date on current laws, practices and policies
- f. Member of Collections Team and attends meetings as needed.
- g. Other duties as assigned.

**Qualifications:** The Museum Technician must have completed a bachelor's degree in fashion history, costume design, material culture, museum or related studies. Master's degree in Costume and Textiles Studies preferred. Must demonstrate proficiency in object handling rehousing for costume and textile objects. Minimum of one year of

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collections management or specialized experience in costume and/or textile collections preferred. Knowledge of Proficio database system preferred.