



Historical Society of Princeton

Job Description: Collections and Research Assistant

The Historical Society of Princeton is seeking a Collections and Research Assistant to oversee its public research function, assist with collections management, and help develop new exhibitions and programs. This is a part-time position reporting to the Curator of Collections and Research.

RESPONSIBLE FOR:

Research Services

- Responding to research inquiries by email and phone
- Scheduling and supervising research appointments
- Pulling requested materials from the collection
- Fulfilling photograph reproduction and permission requests
- Overseeing rights and reproduction invoices and contracts
- Keeping organized records of research services and fees

Collections

- Performing regular gallery checks and monitoring RH/temperature levels in galleries and storage areas.
- Creating and maintaining collections records in PastPerfect Museum Software
- Digitizing historic photographs and other collections materials
- Promoting the collection through social media posts

Exhibitions and Programs

- Working with Curator to develop and execute exhibitions
- Compiling research for exhibitions and programs as requested by staff
- Assisting with putting together material for school and public programs
- Assisting with the development of new digital walking tours
- Overseeing outside exhibition consultants as necessary

Fundraising

- Participating in research and writing for relevant grants
- Researching new sources of grant funding

General

- Assisting with major HSP events
- Other tasks as assigned

SKILLS AND KNOWLEDGE NEEDED:

- Undergraduate degree required, preferably in the humanities.
- Previous experience in a museum, archival, or library setting
- Comfortable working independently and as part of a team environment
- Excellent oral and written communication skills. Enjoys working with the public.
- Organized and detail-oriented. Ability to manage many tasks at once
- Ability to lift to 40 lbs.

RECOMMENDED EXPERIENCE:

- Additional consideration will be given to candidates enrolled in a graduate History, Museum Studies, or Library Science program.
- Familiarity with collection management systems and database management
- Knowledge of Princeton history a plus

Please send a resume and cover letter to Stephanie Schwartz at stephanie@princetonhistory.org.

The Historical Society of Princeton is an Equal Opportunity Employer.