



MUSEUM ASSISTANT

Description:

The Historical Society of Princeton is hiring a Museum Assistant. This is a new position that plays a central and fundamental supportive role in the daily and strategic activities of the curatorial, educational, and outreach aspects of HSP. These include:

Curatorial: Assist with collections management, registration and cataloging, digitization, interpretation through exhibitions and programming, and related tasks.

Educational: Assist with programming from development through implementation, leading programs and tours, and training volunteers.

Guest Services: Assist with general site care (i.e. weekly walkthroughs), museum opening/closing, and act as first point of contact for guests.

Outreach: Assist with social media accounts, manage Google Adwords account, content creation and overall online engagement.

Hours and Compensation:

Hourly rate of \$22 across 27.5 hours per week (11 AM - 4:30 PM Wednesday - Sunday).

Ability to work onsite the majority of scheduled hours, with flexibility for remote work when appropriate. This is a permanent, non-grant funded position. This position includes a comprehensive benefits package including employer-paid medical, dental, vision, prescription, and life insurance. HSP also offers a 403b retirement plan with match and generous paid time off. HSP is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

HSP recognizes that it is highly unlikely that any applicant meets 100% of the qualifications for a given role. Therefore, if much of this posting describes you, please consider applying for this role. Ideal candidates reflect the following:

- Enthusiasm for history, especially NJ/Princeton area
- Degree in Museum Studies, History, Anthropology, Library Science, or related field
- Experience with curatorial/archival work, educational programming, and related outreach in a smaller museum setting.
- Knowledge of related best practices and historical research experience
- Proficiency in or willingness to learn:
 - Collection management systems, (especially PastPerfect or similar programs), Google Workspace, Microsoft Office Suite 365, Zoom, Canva, Adobe Photoshop,

InDesign, and Illustrator, and Social Media Platforms (Instagram, TikTok, Facebook)

- Demonstrated ability to prioritize, take initiative, and meet deadlines
- Strong work ethic and habits with an attention to detail and consistency
- Strong writing and communication skills
- Ability to work independently and as part of a team
- Personable, flexible, and enjoys engaging with museum visitors and program participants
- Able to lift and move heavy collection items and framed objects. Stamina to stand for long periods of time. Comfortable lifting and retrieving items from shelving, often overhead

To learn more about our work visit www.princetonhistory.org or follow us on social media platforms.

To Apply: Please submit your resume/cv with a cover letter to sarah@princetonhistory.org by January 31, 2023