



Museum Technician – Collections Assessment

The Historical Society of Princeton (HSP) seeks an organized, detail-oriented Museum Technician to assist with the assessment and rehousing of collections impacted by a recent mold bloom. This position will support the ongoing evaluation and documentation of objects and archival materials housed in an offsite 2,251-square-foot storage space. The successful candidate will work closely with HSP staff, conservators, and contractors to ensure the safety and integrity of the collections during this process. This is a part-time, temporary position for one year, with the possibility of extension.

Hours and Compensation

\$25 per hour, two days per week. Days dependent on availability of conservator.

Key Responsibilities

- Assist with the safe handling and rehousing of affected materials in line with preservation standards.
- Cross-reference items against the collection database and update records as needed.
- Organize and maintain records of assessment findings for use in treatment planning, collections and insurance documentation.
- Follow proper handling and safety protocols to minimize exposure to mold for both personnel and collections.
- Coordinate with staff and conservators to safely prepare objects and materials for treatment or isolation as needed.
- Maintain cleanliness and organization in the workspace to ensure a controlled environment for the collections.
- Monitor and manage stocks of supplies, including PPE and storage materials.

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 will reflect the following:

- Degree in Museum Studies, History, Anthropology, Library Science, or related field. (advanced degree or certification preferred; candidates actively pursuing one are encouraged to apply)
- Experience with historic collections and collection care standards. Experience handling and documenting artifacts and archival materials.
- Familiarity with best practices for preservation and conservation, with hands-on experience implementing such practices preferred.
- Historical research experience
- Proficiency in or willingness to learn:
 - Collection management systems, (especially PastPerfect or similar programs), and Google Workspace.
- Strong organizational skills, attention to detail, and the ability to manage repetitive tasks efficiently and independently.
- Ability to work collaboratively as part of a team and independently as needed
- Comfortable working in confined conditions with appropriate PPE.
- 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. 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.

To Apply: Please submit your resume/cv with a cover letter to Stephanie Schwartz, Curator of Collections and Research, at stephanie@princetonhistory.org. Applications will be reviewed on a rolling basis until the position is filled.