

Research/Museum Assistant  
Job Description

A. Purpose of Job

-Assist the Curator with museum related projects or tours, preservation projects, genealogical research, and other projects as assigned.

B. 1. Type of work

-Museum operations, cataloging materials, genealogy research, clerical.

2. Relationships

-Ability to work with staff, researchers, committee members, and the public.

3. Duties

-Assist Curator with assigned projects, which may include exhibits and preservation work

-Assist with group tours at the discretion of the Curator.

-Record monies received through the Historical Society/Museum and take monies to the Montrose Library weekly for deposit.

-Catalog, preserve, and organize photographs.

-Genealogy research, which involves helping patrons examine a wide range of research materials, such as census records, vital statistics, etc.

-Maintain a computer list of memberships and renewals for Journal.

- Prepare mailing labels for renewals and Journal.

- Assist in proofreading and preparing Journal for publication.

C. Hours

-Part time

D. Supervision    Responsible to the Curator.

E. Requirements

-High school diploma required. Willingness to interact with public in museum and research area. Willingness to learn about the care of museum artifacts. Basic computer skills, including internet, email, and Microsoft Office.

# Susquehanna County Historical Society and Free Library Association

## Employment Application

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

\_\_\_\_\_

E-Mail Address: \_\_\_\_\_

\_\_\_\_\_

### Education

High School: \_\_\_\_\_

Graduation Date (or last year completed): \_\_\_\_\_

College: \_\_\_\_\_

Degrees, Dates Attended: \_\_\_\_\_

Graduate School: \_\_\_\_\_

Degrees, Dates Attended: \_\_\_\_\_

### Work Experience

Position: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Dates: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

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Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Dates: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

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Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Dates: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

**Special Abilities (please list)**

**References**

Please list three references with addresses and telephone numbers.

**Is there anything else you would like us to know?**