

## Collection Assistant

Part-time, contracted 9 months, 20 hours per week.

### **Position Overview:**

The Hudson River Museum is hiring a Collection Assistant to work on a time-bound inventory project. The Collection Assistant will report to the Chair, Curatorial Department, and the Registrar/Collection Manager. The Curatorial Department is responsible for the Museum's collection, which includes paintings, prints, drawings, sculptures, decorative arts, costumes and Glenview, a Gilded Age home on the National Register of Historic Places.

The Collection Assistant will work with HRM's Curatorial Department to complete a comprehensive itemization of the Museum's permanent collection, comprising works of art, historical artifacts, furniture, and scientific specimens. The Collection Assistant will update collections records on the TMS database (The Museum System), scan and re-house collection objects using museum-approved methods and materials, and assist the Curatorial Department with other projects as needed.

In the summer of 2022 the HRM will be transferring the storage of the permanent collection to a newly built room as part of the Museum's West Wing expansion. The Collection Assistant will work with the Registrar/Collection Manager, Lead Preparator, Curatorial Assistant, and Art Handlers to ensure that collections are moved safely and all new locations are tracked during the move.

We seek an enthusiastic individual with prior collections experience in a museum or arts organization. The successful candidate will share our commitment to care of art and historical objects and to presenting them with interpretation that is scholarly as well as accessible, inspirational and grounded in humanistic connections.

### **Duties and Responsibilities:**

- With the Registrar/Collection Manager and Lead Preparator, work systematically through the Museum's storage areas to inspect collection objects, document locations, and record dimensions, condition and other approved categorizations. Contribute to updating TMS with this inventory information.
- Collaborate with the Curatorial Department to identify and resolve object

- numbering and cataloging problems using procedures established by the Registrar/Collection Manager.
- Photograph and scan collection objects for documentation. Rename, resize and attach images to TMS.
  - Re-house selected collection objects as needed using archival materials and approved methods.
  - Physically number collection objects as needed using approved methods.
  - Attend weekly check-in meetings with the Chair, Curatorial Department, and the Registrar/Collection Manager to assess progress.
  - Perform other collections management duties as needed, assigned by the Chair, Curatorial Department, and the Registrar/Collection Manager.

**Job Requirements:**

- BA in Art History, Museum Studies, Arts Administration or related major. Master's degree preferred.
- Professional knowledge and experience with collections management best practices, including registration documentation, accession records, object numbering and cataloging standards.
- Professional knowledge and experience with the safe handling of collection objects.
- Experience reporting on the condition of collection objects and knowledge of condition terminology.
- Familiarity with various types of archival materials.
- Professional knowledge of object housing techniques and standards.
- Familiarity with Microsoft Office Suite, Google Suite, Adobe Photoshop, and TMS or other museum collection databases.
- Prior experience working in a museum setting in collections management, preferably including inventory.
- Attention to detail and ability to proactively solve problems working in a team.
- **Proof of full COVID-19 vaccination is required.**

**Schedule, Salary, and Benefits:**

- This is a 9-month, part-time position.
- Rate of pay: \$18 per hour for 20 hours per week (schedule to be mutually

- agreed upon).
- Period: 9 months (March 2022–November 2022).
  - Staff members receive an HRM ID card, which entitles the holder to free admission to numerous museums and cultural institutions.

**To Apply:**

Send a resume and cover letter to [employment@hrm.org](mailto:employment@hrm.org). Include “Collection Assistant” in the subject line.

**About the Museum**

Hudson River Museum ([hrm.org](http://hrm.org)) is a preeminent cultural institution in Westchester County and the New York Metropolitan area. Situated on the banks of the Hudson River in Yonkers, New York, the HRM’s mission is to engage, inspire, and connect diverse communities through the power of the arts, sciences, and history.

The Museum offers engaging experiences for nearly every age and interest, with an ever-growing collection of American art; dynamic exhibitions that range from notable nineteenth-century paintings to contemporary art installations; Glenview, an 1877 house on the National Register of Historic Places; a state-of-the-art Planetarium; an environmental teaching gallery; and an outdoor Amphitheater. Accredited by the American Association of Museums (AAM), the Museum is dedicated to collecting, preserving, exhibiting, and interpreting these multidisciplinary offerings, which are complemented by an array of public programs that encourage creative expression, collaboration, and artistic and scientific discovery.

HRM provides equal employment opportunities to all employees and applicants for employment without regard to age, creed, actual or perceived race, color, sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, the status of being transgender, national origin, ethnicity, alienage, citizenship status, family status, lawful seizure of income, marital status, disability, military status, veteran status, domestic violence victim status, criminal or arrest record, or predisposing genetic characteristics. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.