Overview: The National Cowboy & Western Heritage Museum is undertaking a collections storage expansion, rehousing and move project and is seeking a temporary/contract Curatorial Assistant to perform various tasks related to the project.

Duties
- Assist Collections Manager in tasks related to housing of collections items, including updating/rehousing of collections items, creation of storage mounts, tracking locations and updating database.
- Performs handling various types of artifacts and artworks.
- Create various containers for preparing to move items, including but not limited to boxes, trays and storage mounts, as well as standard approaches to packing.
- Follows the proper conservation/storage guidelines. Monitors the conditions and assuring cleanliness and safety in all storage areas, workspaces, and other spaces where the collections materials are housed.
- Assist Collections Manager with issues related to Integrated Pest Management.
- Under the direction of Collections Manager, may perform tasks associated with new collections acquisitions, including completion of associated worksheets, condition reports, and data entry.
- Maintains the tools and equipment as directed.

Education and Experience Requirements:
- BA or BS in relevant discipline required with graduate studies preferred. Appropriate combination of academic and professional experience to successfully meet the responsibilities and duties.
- Previous experience with museum collections management and care a plus.

Skills or Knowledge Required
- Previous museum collections experience preferred.
- Knowledge and use of current best practices in the museum profession.
- Clear communication in speaking and writing; must be able to work with a diverse group and support a congenial and collegial atmosphere.
- Comfortable with a relatively active work environment that may require walking, standing for long periods at a time, climbing ladders, squatting, kneeling, lifting overhead, pulling, pushing, etc. Must be able to lift 40 lbs.
- Will be expected to use pallet jacks, lifts, carts and small power and hand tools.
- Proficient in Microsoft Office, Outlook, Excel and other related software; knowledge of PastPerfect or other museum collections databases preferred.
To Apply:

Send your resume and cover letter to HR@nationalcowboymuseum.org

MISSION STATEMENT:
The National Cowboy & Western Heritage Museum preserves and interprets the evolving history and cultures of the American West for the education & enrichment of its diverse audiences of both adults and children.