

The DuSable Museum of African American History located in the historic Hyde Park area of Chicago at 740 East 56th Place (57th Street and South Cottage Grove Avenue) in Washington Park unites art, history and culture. Founded in 1961 by teacher and art historian Dr. Margaret Burroughs and other leading Chicago citizens, The DuSable Museum is one of the few independent institutions of its kind in the United States. The Museum was developed to preserve and interpret experiences and achievements of people of African descent. The Museum is dedicated to the collection, documentation, preservation and study of the history and culture of Africans and African Americans. The DuSable Museum is proud of its diverse holdings that number more than 15,000 pieces and include paintings, sculpture, print works and historical memorabilia. Special exhibitions, workshops and lectures are featured to highlight works by particular artists, historical events or collections on loan from individuals or institutions.

The DuSable Museum of African American History is seeking a Collections Assistant. This position involves cataloging museum collections, re-housing art and artifacts, and assisting with backlog registration.

#### ESSENTIAL FUNCTIONS:

- Clean, stabilize, and re-house artifacts of various mediums/materials according to established standards for collections care;
  - Catalog, condition report, and photograph objects, creating or adding to catalog records in PastPerfect database;
  - Physically move artifacts from temporary offsite storage to permanent storage in the museum;
  - Label artifacts with permanent accession numbers;
  - Conduct object research as needed;
  - Assist in reconciling problem numbers and found-in-collections objects;
  - Assist in processing backlog registration paperwork;
  - Assist with preventative conservation, including climate/environmental monitoring; maintain departmental integrated pest management system and schedule;
  - Perform cleaning and maintenance of storage areas and exhibit galleries on a rotating schedule;
  - Perform other related duties as assigned.
- Knowledge of cataloging procedures and standard nomenclature;
  - Knowledge of standard museum collections management practices and procedures;
  - Physical coordination/ability to handle and move fragile collection objects; ability to lift 40 pounds;
  - Understanding of the proprietary nature of museum collections and documents and ability to adhere to museum policies regarding confidentiality;
  - Familiarity with museum collections software; experience with PastPerfect strongly preferred;
  - Excellent organizational skills, accuracy, and attention to detail;
  - Excellent communication skills, both verbal and written;
  - Strong interpersonal skills; must be team-oriented but also capable of working independently with minimal supervision;
  - Ability to work under pressure and establish priorities under strict deadlines;
  - Ability to multi-task and be flexible in work assignments.

#### Education & Experience

Bachelor's degree in Museum Studies, History, African American Studies, Art History, or related field, plus minimum 1-2 years collections-related experience. Knowledge of proper art/artifact handling and best practices for collections care and storage. Working knowledge of museum collections management systems.

Salary commensurate with experience.

DuSable Museum of African American History is an equal opportunity employer with a commitment to diversity.

Please submit your Cover Letter of Interest and Resume to [ccarr@dusablemuseum.org](mailto:ccarr@dusablemuseum.org). Type Collections Assistant Search in email subject line. No phone calls please.