

Collection Assessment Specialist
Job Description

Job Purpose:

As the National Endowment for the Humanities (NEH) Collection Assessment Specialist, you will be responsible for the examination and accurate documentation of paper-based materials in our collection. This includes books, manuscripts, prints, drawings, maps, photographs, and other archival documents. The ideal candidate will have a strong background in archival documentation, handling of historic artifacts, a keen eye for detail, and a commitment to maintaining the highest standards of ethical practice.

This grant-funded, part-time position is temporary and pays \$20/hour, 15 hours weekly for a period of 4 to 5 months. Hours need to be fulfilled during operating hours, M-F 9:30 AM - 5 PM.

Key Responsibilities:

- Conduct thorough assessments and documentation of the condition of paper-based materials.
- Perform a range of conservation rehousing techniques.
- Collaborate with collection managers and conservation professionals.
- Maintain accurate and detailed records of all treatments and processes.
- Participate in the development of preventive conservation strategies.

Qualifications:

- Minimum of 1-2 years of practical experience in the handling of paper-based materials.
- Ability to work in close quarters, stand for long periods of time and lift objects up to 15lbs with care.
- Working knowledge of archival principles, techniques, and materials.
- Excellent manual dexterity and attention to detail.
- Ability to work both independently and collaboratively in a team-oriented environment.
- Strong communication skills, both written and verbal.
- Commitment to ethical archival practices as outlined by professional organizations.

Preferred Qualifications:

- Experience performing collections assessments within a museum, library, or archival setting.
- Knowledge of preventive conservation and environmental monitoring.
- Experience in or working knowledge of book and paper conservation practices.

Application Process: To apply, please submit the following:

- A cover letter outlining your interest in the position and relevant experience.
- A current resume or CV.
- Contact information (name, email, association) of two professional references.
- Submit with the job title in the subject line to Heather Rivet, Office Manager at hrivet@charlestonlibrarysociety.org