



**THE MINING & ROLLO JAMISON MUSEUMS | CITY OF  
PLATTEVILLE MUSEUM DEPARTMENT**

**JOB DESCRIPTION**

**MUSEUM COLLECTIONS MANAGEMENT ASSISTANT**

**EXEMPT:** No

**UNION:** No

**GENERAL STATEMENT OF JOB:**

The Museum Collections Management Assistant works with the Museum Director and Museum Specialist – Collections Management to document and care for the heritage collection of The Mining & Rollo Jamison Museums | City of Platteville Museum Department. The Museum Collections Management Assistant will assist in artifact handling, cataloging, and digital database management for a diverse collection of more than 30,000 objects.

**EXAMPLES OF WORK PERFORMED:**

**Section 1. Specific Activities**

- 1.1 Gains working knowledge of Museum collections management training materials.
- 1.2 Assists with managing collections records and database; including accessioning/cataloging of all artifacts.
- 1.3 Relocates, rehuses and cleans artifacts, and improves storage conditions according to museum best practices.
- 1.4 Implements data standards; helps to develop and expand the Museums' digital assets, including photography, history, provenance, status, condition, location, and description of each object.
- 1.5 Works with Museum Director and Museum Specialist – Collections Management on documentation and actions for loans, accessions, and deaccessions according to collections policy.
- 1.6 Helps monitor artifact storage and exhibit spaces for temperature/humidity, environmental hazards, safety, and cleanliness.
- 1.7 Works collaboratively and diplomatically as a team with other staff members and volunteers.
- 1.8 Follows museum best practices in all projects for the museum.



## Section 2. Peripheral Activities

- 1.2 Performs and assigns housekeeping when needed and as directed to help keep museum spaces clean and welcoming.
- 1.3 Participates in volunteer workdays performing gardening, cleaning, and other tasks.
- 1.4 Assists with exhibit development and execution when needed and as directed.
- 1.5 Assists with program development and execution, and special event set-up or tear-down when needed and as directed.
- 2.2 Performs other duties as requested or as needed.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Logical or scientific thinking to solve problems involving several abstract and concrete variables.  
Working knowledge of computer database systems.

Arithmetic calculations involving fractions, decimals, and percentages.

Ability to plan, organize, and implement complex filing and research systems; ability to multi-task and problem solve; ability to work in a team-oriented environment; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with colleagues, volunteers, supervisor, other agencies, and the public.

Employee will be familiar with details of job to do it reasonably well within 2 weeks or less.

### **TOOLS AND EQUIPMENT USED:**

Desktop and laptop computers (Windows) with Microsoft Office, PastPerfect Museum Software, FareHarbor booking system, email; tablet; printer/scanner/copy machine; Square cash register; car; security system; telephone; intercom; TV and DVD player; mop and bucket, broom, shovel, rake; uses other tools and equipment as requested or needed.

### **CONFIDENTIAL DATA:**

Confidential data includes but is not limited to personnel, security system, and value of artifacts.

### **ESSENTIAL PHYSICAL JOB REQUIREMENTS:**

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



While performing the duties of this job, employee is consistently required to walk, sit, talk, hear, use hands to handle, feel, and to reach with hands and arms; frequently required to operate objects, tools, or controls; occasionally required to climb or balance, stoop, kneel, or crouch; frequently lifts up to 10 pounds and occasionally lifts and/or moves up to 35 pounds; frequently speaks on telephone and uses computer. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus. Employee occasionally drives motor vehicles; reaches; grasps; works alone; stoops, kneels, crouches, or crawls; climbs ladders.

Employee occasionally works underground in a mine with enclosed spaces and irregular natural surfaces and must wear personal protective equipment, and to follow and instruct others in safety guidelines.

### **ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:**

The following elements serve to identify the required acceptable experience and qualifications:

1. Must hold U.S. citizenship.
2. Minimum education: High School diploma or equivalent. Current enrollment in a graduate or undergraduate degree program in history, science, art history, anthropology, museum studies, or a related discipline; Bachelor's degree or Master's degree in a related field preferred.
3. Ability to work with diverse audiences including children, families, volunteers, and older adults.
4. Strong written and communication skills.
5. Experience with Windows applications.
6. Ability to work proactively and independently on multiple tasks while maintaining quality and meeting deadlines.
7. No related work experience needed (knowledge of local history, collections care methods, database experience preferred).
8. Ability to lift up to 35 pounds.
9. Valid driver's license.

### **STATEMENT OF WORKING CONDITIONS:**

The City of Platteville is a drug-free workplace.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee is exposed to dirt and dampness when working in the mine and doing museum cleaning.

### **POSITION ACCOUNTABILITY:**

REPORTS TO: Works under Museum Director and Museum Specialist–Collections Management.



SUPERVISION EXERCISED: None.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by Common Council: 5/8/01

Revision History: 7/1/96; 12/31/10, 7/3/16, 3/26/19, 2/19/20, 8/6/20