

# Workstudy Job Description

## Museum Assistant

### (2) Workstudy Students

- Care and maintenance of the museum
- Providing guided museum tours for visitors and schools
- Prepare museum exhibits and displays based on the Museum Director's specifications
- Suggestion, design and implement museum displays under the guidance of the Museum Director
- Provide input to improve operations, streamline work processes
- Transfer information from the museum's old collection paper file records into museum's collection management Access database
- Setup new comprehensive paper records filing system to include information about artist, estimated value based on reference material, photographs of artifact, detailed description (size, medium, material, hallmarks, signatures, etc) and original source material
- Add collection information from new/updated filing system into the collections database
- Maintain collections records (both electronic and paper)
- Research inquiries from researchers and the public per information provided by Museum Director
- With the assistance of the museum director, conduct audit of museum's inventory: artifacts, art, antique furniture, textiles, weavings, pottery, paintings and bronzes
- Document, sort, label, and re-house museum's collection into display cases, exhibit areas and museum storage
- Compile background information about each item in museum to include biographical information about artist/maker, regional information, historical information about time period, provenance information including biographical information about previous owners
- Track relocation of museum artifacts and update museum records accordingly
- Maintain stored artifacts

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