

# DETROIT HISTORICAL SOCIETY



**Position: Automobile Collection Inventory Coordinator**

**Department: Collections**

**Reports to: Jeremy Dimick, Director of Collections and Curatorial**

**Start Date: Spring 2022**

**End Date: Spring 2023**

The Detroit Historical Society, with support from the Flagstar and DTE Foundations is pleased to offer a Full-time, limited term opportunity with its Collections Department. The position will play an integral part in the Society's ongoing effort to digitize its collection of 250,000 Detroit-specific artifacts. Up to this point digitization of the artifact collection was limited to two-dimensional objects and film, but the purchase of a new automated digital photography system will allow the Society to begin systematically digitizing its three-dimensional holdings. The Coordinator will lead this effort; with the Society's unique Detroit focused automobile collection is first up to be photographed.

Day to day work will include selecting automobiles for digital photography, removing them from their various storage locations, performing metadata and condition updates, prepping them for photography, photographing the objects, and then returning them to their storage locations using a motorized vehicle mover. The Coordinator will then work with the Manager of Digital Projects to connect the new object images to each artifact's individual record in the Society's Past Perfect Collections Management System and see each record through to completion in the form of its uploading to the Society's Past Perfect Online digital collection site. In addition to the day to day work processing automobiles through the automated photography system, the Coordinator will be working with and supervising a rotating team of volunteers assisting the DHS with the project. Duties will include training volunteers on how to use the photography system as well as supervising these volunteers while they work on site and assist in the handling and photography of Society artifacts.

This 35-hour work week appointment will last 1 year. Additional funding may be secured to extend the appointment.

## **Major Duties and Responsibilities:**

- Moving non-running automobiles with various equipment (motorized vehicle mover, vehicle wheel dollies, forklift, floor jacks etc.) in a warehouse environment
- Daily work with an automated photography system
- Daily work prepping automobiles for photography: dusting, vacuuming and general detailing
- Update and/or create PastPerfect database records daily
- Conduct limited research to assist in identifying unknown objects

- Utilize reference materials i.e., card catalogue and accession books, to identify unnumbered objects
- Assist with other collections projects as needed.

### **Required Skills and Abilities:**

- General comfort level with automobiles: filling tires, using jacks, wheel dollies, pushing, cleaning, towing etc.
- Ability to lift up to 50 lbs. with assistance, as this position will often require moving non-running automobiles
- Comfort using a ladder or step ladder and general warehouse equipment
- Strong organizational and project management skills with strong attention to detail
- Ability to work on a tight schedule and meet deadlines
- Result-oriented self-starter who can work independently
- Basic knowledge of Detroit history desired

### **Education, Training and Experience:**

- Previous experience working with or volunteering in museum collections
- Previous experience working with volunteers
- Completed or working towards a four year degree in a related field
- Intermediate computer skills

### **Compensation & Benefits**

- Full time 35 hour Monday – Friday work week with a flex time schedule
- Some limited evening and weekend work as needed
- DHS offers a comprehensive benefit plan that includes short/long term disability, medical and dental coverage (with premium sharing) and other benefits
- Paid Time Off policy of 20 days per fiscal year
- Paid holidays

**Interested candidates should forward a cover letter and current resume to:**

[humanresource@detroithistorical.org](mailto:humanresource@detroithistorical.org)

No phone calls, please.

### **Candidate Requirements**

- Willing to undergo a criminal background check
- Valid driver's license
- Ability to lift up to 50 lbs.
- Comfortable using a ladder or step ladder
- Reliable transportation and ability to travel to work at the Collection Resource Center on the campus of Historic Ft. Wayne

### **About the Detroit Historical Society**

Stop working and start innovating! This is your opportunity to join a national leader in museum services. The Detroit Historical Society has a 100-year plus legacy of telling Detroit's stories and why they matter. The Society operates two museums – the

Detroit Historical Museum and the Dossin Great Lakes Museum – and a Collections Resource Center on the campus of Historic Ft. Wayne. DHS is an Equal Opportunity Employer, and we encourage a diverse pool of candidates to apply.