Position: Inventory Collection Coordinator
Department: Collections
Reports to: Jeremy Dimick, Director of Collections and Curatorial
Start Date: Spring 2022
End Date: June 2024

The Detroit Historical Society is pleased to offer a full-time two-year opportunity within its Collections Department. The position will take charge of a large corporate collection, newly donated to DHS, and process it through to completion organizing, cataloging, photographing, digitizing, and providing storage for these exciting recent acquisitions.

Day to day work will include initially sorting and organizing the collection and processing artifacts according to Society standards into the PastPerfect database. Once records are created and appropriate metadata fields completed, objects will be photographed or scanned as appropriate. The Inventory Coordinator will then conceptualize and implement appropriate storage conditions for each piece, consistent with Society standards, and physically store each object by ordering/building boxes and placing objects in storage. Creating database records will frequently require research from internal and external sources.

Major Duties and Responsibilities:

- Survey and organize collection into logical sub collections for efficient cataloging
- Create PastPerfect database records for complete collection. This work is done daily and will account for of the major portion of the project.
- Photography/scanning of objects for inclusion in both the back of house database and the public facing PastPerfect Online digital collection.
- Conduct scholarly research to assist in contextualizing and identifying objects and photographs (people, locations, equipment, etc.).
- Label artifacts by a variety of means: sewing labels, painting, attaching tags etc.
- Regular work conceptualizing and creating artifact storage conditions, ordering supplies, building boxes etc.
- Track, record, and communicate progress against project timeline adjusting as necessary
- Assist with other collections and exhibitions projects as needed.

Required Skills and Abilities:

- Previous experience working with museum and archival collections including the use of PastPerfect Museum Software.
- Demonstratable experience with a collections inventory project.
• Result-oriented self-starter who can work independently and as part of a larger initiative.
• Intermediate computer skills.
• Strong organizational skills with attention to detail.
• Ability to meet deadlines.
• Basic knowledge of Detroit history desired.
• Ability to lift up to 50lbs (with assistance as necessary) and comfortable using a step ladder.
• Ability to sit for long periods of time at a computer and ability to stand for long periods of time in warehouse setting.

Education, Training and Experience:
• Bachelor’s degree or graduate-level studies required. Work experience may substitute graduate-level studies.
• Concentration in the fields of history, anthropology, museum studies or a similar area of focus required.
• Preference is given to candidates with museum collections experience in either a paid or volunteer capacity

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 by May 1st to:
humanresource@detroithistorical.org
No phone calls, please.

Candidate Requirements
• Willing to undergo a criminal background check
• Reliable transportation and ability to travel to work at the Collection Resource Center on the campus of Historic Ft. Wayne. Valid driver’s license

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.