



PRESERVATION LONG ISLAND

Incorporated as The Society for the Preservation of Long Island Antiquities

Position: Collections Project Assistant

Job Type: Part-time, (24 hours per week), temporary (8 months) – *hours per week and duration flexible*

Reports to: Lauren Brincat, Curator

Duration: May 2023 through December 2023

Compensation: \$22 / hour

Application Deadline: March 31, 2023

Preservation Long Island (PLI) has embarked on an ambitious, grant-funded project to record and enhance information about the collections in its care and seeks a Collections Project Assistant to become a key contributor to an ongoing inventory project. The Collections Project Assistant will work directly with Preservation Long Island's art and object collections to improve both the intellectual control and physical well-being of approximately 2,500 items stored across four of PLI's properties.

The Project Collections Assistant will build upon the work of a model inventory project established for Joseph Lloyd Manor. They will work with the Curator to field test and finalize newly created inventory-recording documents and an inventory procedures manual, and will oversee the planning, implementation, and completion of collection inventories at PLI's remaining properties: Headquarters, Collections Storage, the Sherwood-Jayne Farm, and Custom House.

Duties and Responsibilities:

- Devise and implement a plan for inventorying the remainder of PLI's object collections based on outcomes and results from the model inventory project undertaken by a consulting collections specialist.
- Locate physical placement of individual artifacts, complete recording documents, and update metadata in Past Perfect following standards established in the inventory procedures manual.
- Label artifacts as needed by a variety of means: sewing and floating labels, attaching tags, etc.
- Take record photography and facilitate professional photography of select objects.
- Conduct limited research to assist in identifying unknown objects and utilize collections records to identify unnumbered objects.
- Support the Curator to produce reports and updates on progress and ensure that project deadlines are met.

Qualifications:

Candidates should have a B.A. in history, museum studies, material culture, or a related field, *or* equivalent work experience. The position requires a self-motivated individual who is able to work independently and who possesses strong organizational and project management skills. Knowledge of museum ethics and best practices, as well as practical experience in key aspects of collections management, such as object handling and moving, data entry, and working with collections management systems are necessary. Experience using Past Perfect museum software and capturing and editing digital photographs are a plus. The candidate must also have the ability to lift 20 pounds, use a step ladder, and sit or stand for long periods of time.

Preservation Long Island is an equal opportunity employer that considers all candidates for employment regardless of race, color, sex, age, gender identification, national origin, creed, disability, marital status, sexual orientation or political affiliation.

Terms:

This is a temporary, non-exempt, grant-funded position compensated at a rate of \$22.00 per hour (less applicable withholdings) based on a work week of 24 hours for a period of eight months. The number of hours per week and duration are flexible, but the project must end by December 31, 2023. Benefits include paid sick leave calculated on an accrual basis and applicable paid holidays. Mileage reimbursement for some travel will be provided. Health insurance is not included. The candidate must have a valid US driver's license and access to a car for travel to offsite locations for research/survey purposes. The position is based in Cold Spring Harbor, NY.

How to Apply

Application deadline: March 31, 2023

Submit a resume/CV and a letter of interest to Lauren Brincat, Curator, at lbrincat@preservationlongisland.org