

CITY OF BARTLESVILLE

MUSEUM ASSISTANT ARCHIVIST – HISTORY MUSEUM

JOB SUMMARY

The position is responsible for digitizing and/or cataloging the collections at the Bartlesville Area History Museum under the direct supervision of the BAHM Collection Manager and the BAHM Registrar. Performs other related duties as assigned.

DESIRABLE QUALIFICATIONS

Essential Job Functions: Accession/Catalog the collection manually and/or electronically. Digitize the collection. Create meta-data for each image or item. Re-house the collection into archival-quality storage. **Education and Experience:** Previous museum experience, minimum of six (6) months. Familiarity with and/or ability to learn standard museum accessioning procedures. Research experience desirable. **Licenses and Certifications:** None. **Knowledge, Skills and Abilities:** Knowledge of local history desirable. Knowledge of proper handling of museum objects, documents and photographic materials. Knowledge of how to describe photo related objects. Knowledge of how to describe photographic images (type, process, etc.). Knowledge of how to measure objects and images. Strong working knowledge of computers. Knowledge of use of scanning equipment and digital cameras. Ability to work well as a team member. Ability to organize time and materials efficiently. Ability to work with minimal supervision. Correct English usage, including spelling, grammar, punctuation, vocabulary and organization skills. Accurate typing 35 wpm. **Mental and Physical Abilities:** Ability to establish and maintain effective working relationships with a variety of individuals. While performing the essential functions of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, speak and hear, and lift and /or move up to 10 pounds. While performing the essential functions of this job, the employee is occasionally required to lift and/or move up to 25 pounds. **Working Conditions:** Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet. Must be able to work in a stressful environment where constructive feedback from others is encouraged. Must not pose a direct threat or significant risk of substantial harm to the safety or health of himself/herself or others. Must be committed to a high standard of safety and be willing and able to comply with all safety laws and all of the City's safety policies and rules and must be willing to report safety violations and potential safety violations to appropriate supervisory or management personnel. Must maintain regular and acceptable attendance at such level as is determined in the City's sole discretion. Must be regularly available and willing to work such hours as the City determines are necessary or desirable to meet its business needs. Must be available and willing to work such overtime per day or per week as the City determines is necessary or desirable to meet its business needs. Must be available and willing to work such weekends and holidays as the City determines are necessary or desirable to meet its business needs. Must be available and willing to travel to such locations and with such frequency as the City determines is necessary or desirable to meet its business needs.

HOW TO APPLY: Submit Application at the City of Bartlesville Job's website. Link listed below:
<https://www.cityofbartlesville.org/city-government/human-resources/employment-application/>

Accepting Applications: January 31, 2022 through February 22, 2022 or until filled

This will be a contract position and will work 20 hours per week. It is not eligible for benefits.

Salary for this position is \$9.75 per hour.

AN EQUAL OPPORTUNITY EMPLOYER

City of Bartlesville

401 S. Johnstone / Bartlesville, Oklahoma 74003 / (918) 338-4221