

**POSITION AVAILABLE
COLLECTIONS and REFERENCE ASSISTANT**

WORK SUMMARY:

Under the direction of both the collections manager/registrar and librarian/archivist, assists with the preservation, access, security, and display of all artifacts and materials in the Preservation Trust's collections, including the museum buildings. Documents permanent collections through written catalog descriptions and object photography. Provides access to research collections to internal and public patrons through effective reference interactions, and by assisting with materials processing and the creation of research tools. Carries out responsibilities according to the policies, procedures and best practices established by the American Association of Museums (AAM), the Society of American Archivists (SAA) and the complementary policies and procedures established by the Preservation Trust. Work is primarily conducted at the Frank Lloyd Wright Home and Studio in Oak Park, but will occasionally include projects at the Frederick C. Robie House in the Hyde Park neighborhood of Chicago. This position involves Saturday hours each week.

DUTIES:

1. Assist with the conversion of the Preservation Trust's collection records from paper to computer format, as directed by the collections manager/registrar to include creating records and entering data in to the collection management database and checking paper collection records for accuracy before data entry. Assume responsibility for routine backups of collections data to multiple formats.
2. Under the supervision of the collections manager/registrar, create digital and 35mm documentary photography of collections objects.
3. Assist with the ongoing care, maintenance and preservation of the collections and historic sites as directed. Conduct daily walkthroughs of museum sites; complete condition reports; make improvements to storage of artifacts; and document the care and conservation of the collection at both historic sites. Assist with on-site, off-site and virtual installations of museum displays as directed.
4. Perform administrative functions including, but not limited to, ordering photographic prints and maintaining object files. Assist with the training and supervision of interns and volunteers as needed.
5. Under supervision of the collections librarian/archivist, provide reference services to the Preservation Trust's internal and external patrons. Respond to written and telephone requests for information in a prompt and professional manner. Department goal is a 24-hour response time. Assist researchers with use of research center materials during public hours by appointment and as needed.

6. Routinely enter information into reference database and assist in preparing reports documenting research use of reference, archival and special collections as directed by the collections librarian/archivist. Work with collections librarian/archivist to implement improvements to research center operating procedures, organization and subject categories.
7. Process and house circulating, reference, and special collections materials as directed by collections librarian/archivist. Assist with management of the circulating collection.
8. Conduct research on collections materials and special topics as directed by collections librarian/archivist. Assist with providing educational and interpretive information about research topics to the Preservation Trust's internal and external patrons as directed, including compiling and drafting print and web-based research tools such as bibliographies, research guides, and FAQ pages.
9. Assist with special projects or perform special assignments as directed by the collections manager/registrar, collections librarian/archivist or vice president of museum programs.
10. Assist with interpreting the museum and its collections as required. Participate in and complete the first available scheduled interpreter training program, successfully learning the content of Preservation Trust public tours.
11. As a team member of the Preservation Trust, demonstrate positive interpersonal skills that promote open communication, friendliness, respect for all positions, maintenance of confidentiality and success of the organization.

QUALIFICATIONS:

Bachelor of Arts degree in related field plus two years combined experience working in museum or library setting is required. This position requires the following: basic understanding of cataloging principals, proficiency with collections management databases and software applications including Microsoft office and Photoshop; familiarity and comfort working with digital records; and demonstrated ability to ensure safe handling of collection materials. Incumbent will have excellent written and verbal communication skills; experience and facility with historical research strategies; and desire to provide public access to research materials. Ability to work collaboratively in a team environment with professional and paraprofessional staff and volunteers, and to work professionally and successfully with a variety of constituencies including the general public, scholars, volunteers, members and staff are required. Subject knowledge and/or strong interest in the work of Frank Lloyd Wright and the Prairie style of architecture a plus.

TO APPLY:

Applications must include cover letter and resume. Only materials sent by email will be accepted and can be sent to apply@wrightplus.org. Indicate *Collections and Reference Assistant* in the subject line of the email. Position begins as soon as possible. No phone calls please.

Multi-level work area; museum building and administrative offices not accessible to the mobility impaired. Position requires frequent and regular computer and phone use. Travel to off-site locations necessary. Workplace is a smoke-and drug-free environment. Equal opportunity employer.

