

BIRMINGHAM HISTORICAL MUSEUM & PARK



### **Collections Care Assistant**

The Collections Assistant plays a significant role in assisting the museum with proper handling, recording, and care of the collection to make the collection accessible to museum staff and researchers. The Collections Care Assistant utilizes appropriate methods to accurately inventory, catalog, and document records, photographs, and other objects in keeping with professional standards. The Collections Care Assistant works with the Museum Director and Museum staff to determine project parameters. Past Perfect V is the current software being used to document the collection.

Duties include:

- Inventory of existing collections objects, including accession/object ID, location, and storage review
- Assist with documentation of new accessions
- Recommendations regarding records, storage, condition, and need for additional documentation or research
- Updating data records in Past Perfect
- Regular progress reports to museum staff