**Georgetown Scott County Museum**

**229 East Main Street**

**Georgetown, KY 40324**

Position: Part Time ***Collections Assistant***

**General Job Description**

Under the Museum Director’s supervision, the ***Collections Assistant*** will focus on establishing a logical system of reporting the holdings/collations of the Georgetown and Scott County Museum. This includes responsibilities related to maintaining, documenting, and cataloging all museum exhibits, existing inventory, loans and incoming donations.

**Major Duties and Responsibilities**

ESSENTIAL FUNCTIONS:

* Work unsupervised after being given specific instructions
* Able to lift 25-30 pounds
* Able to separate and organize the non-displayed museum inventory
* Establish and maintain an automated collections management system
* Catalog and accession all necessary material
* Other duties as assigned

ESSENTIAL COMPETENCIES:

* Strong verbal and written communication skills
* Motivated and personally driven
* Detail oriented
* Computer skills, including, but not limited to, Google Suite, Excel, and Microsoft Word
* Familiarity with Past Perfect 5 Museum software or comparable software, or a willingness to learn.
* College degree preferred

**Other Information**

Salary: $12.50 -$15.00 per hour

Contact: Georgetown and Scott County Museum

Mary Ruth Stevens, Director

229 East Main Street

Georgetown, KY 40324

502-863-6201

[museum.scottco@yahoo.com](mailto:museum.scottco@yahoo.com)

Application can be found on website:

https://www.georgetownscottcountymuseum.com