



JOB DESCRIPTION: COLLECTIONS ASSISTANT

About the Wende Museum

“Wende” is a German word that means “transformation.” It is commonly used to describe the era of uncertainty and possibility leading up to and following the fall of the Berlin Wall. Headquartered in a renovated National Guard Armory in Culver City, the Wende Museum is a cultural laboratory that pairs unparalleled collections from the Cold War era with contemporary artists, filmmakers, musicians, scholars, and others. The Wende’s collection encompasses more than 100,000 holdings, ranging from consumer products to fine art, political symbols, audiovisual materials, spy equipment, posters, ephemera, commemoratives, books, archives, and personal histories.

Collections Assistant

Responsibilities Summary

The Collections Assistant position offers critical support to advance the museum’s mission and growth.

- Supports all practical aspects of collections management
- Works in the database to catalog objects, track loans and exhibitions, create condition reports, and assist with acquisition processing
- Manages collections space, including moving, tracking, labeling, and storing boxes
- Retrieves and prepares artwork, artifacts, and archival materials for digitization
- Assists with training and supervising Collections Interns
- Supports exhibition research, preparation, and install/de-install
- Facilitates use of the collection across departments, including social media and group tour requests
- Acts as first point of contact for researchers, including coordinating research requests and visits
- Scans collection items following institutional standards
- Supports with acquisition, curatorial, programming, and other research and special projects
- Assists with administrative office tasks, including maintaining inventory of supplies

Part-time position, 24 hours per week, flexible scheduling Monday – Friday, with occasional evenings and weekends

Pay Rate: \$19/hr

Position is available: July 2020

Deadline to apply: July 17, 2020

Recognizing that this is an ongoing process, the Wende Museum is committed to continually increasing diversity, equity, inclusion, accessibility, and sustainability. People of color, LGBTQIA+ people, people without formal education, and others who may have been marginalized by conventional hiring practices are strongly encouraged to apply.

Questions: email Head of Collections, Christine Rank, at crank@wendemuseum.org

To apply: submit resume and brief cover letter to Christine Rank at crank@wendemuseum.org

Qualifications

Ideal candidate

- Highly organized
- Detail-oriented
- Diligent and dedicated
- Able to multi-task a variety of activities, prioritizing conflicting needs
- Resourceful problem solver
- Proactive self-starter able to follow projects through to completion
- Able to work under pressure and meet deadlines
- Able to work effectively independently and also as a positive team player
- Able to demonstrate emotional maturity and strong interpersonal skills

Skills and Experience

- 1-2 years' experience in a museum, archive, or other cultural institution (including internships), with emphasis on object handling and collections database
- Experience handling rare and/or fragile materials
- Strong computer skills
 - Advanced expertise in Microsoft Office Suite
 - Experience working with museum database programs
- Familiarity with controlled vocabularies such as the Getty Vocabularies (AAT, TGN, etc.) and Library of Congress authorities (LCSH, LCNAF and TGM)
- Comfort lifting 35 lbs., climbing ladders, and other physical activity
- Ability and willingness to travel to and work in locations around Los Angeles County, including regularly at an off-site facility
- Ability and willingness to work from home as needed