Job Posting, Museum of Early Trades & Crafts

Museum Assistant, Part Time
The Museum of Early Trades & Crafts (METC), a New Jersey history museum exploring the early technology, trades and crafts of the 18th and 19th centuries, seeks a part-time Museum Assistant to join our team. The Museum Assistant is a front of house position working directly with museum visitors while assisting the museum’s administrative team with data base management and membership to help us fulfill our mission to the public.

This position is suited for anyone looking to obtain experience in a history museum, grad students, mid-career professionals looking to transition back into the work force; or post-career professionals seeking new opportunities. This is a part-time position, with a work schedule that includes 3 days each week- Thursday, Friday and Saturday for approximately 18 hours per week. Compensation is $15/hour. The position is available beginning February 24, 2022.

Responsibilities

- **Visitor admissions and museum store:**
  - Staff the museum’s admission desk, greeting all visitors
  - Process admission and museum store transactions
  - Provide information to visitors regarding the museum, events, and exhibits
  - Maintain visitor attendance log and guest records for reporting
- **Main Reception:**
  - Answer phone and email inquiries, or direct to appropriate staff
  - Keep the reception area and museum store neat and organized
  - Maintain stock of any marketing and brochure materials for the public
  - Ensure galleries are visitor ready
  - Assist in any setup/preparation for programs and events
- **Membership & Data Base Assistance:**
  - Promote membership benefits to the public
  - Process membership/donations and correspondence via the museum’s database donorview
- **Marketing & Communications**
  - Assist with routine mailings (newsletters, annual appeal, etc)
  - Aid in updating online calendar listings for upcoming events
- **Curatorial Assistance:**
  - Aid in tasks related to exhibits, collections data entry, research
  - Work with curator in data entry/file management using museum software PastPerfect in support of a collection wide inventory project

Qualifications
• Prior experience working in a museum, history or cultural arts community, or non-profit field preferred.
• Experience with Microsoft Office applications (Excel, Word, Publisher) and database programs (the museum currently uses Donorview), knowledge of PastPerfect database a plus.
• Communicate effectively and maintain positive working relationships with co-workers, board members, volunteers, and the general public.
• Strong interpersonal skills; must be team-oriented but also capable of working independently under minimum supervision
• Prior experience with retail or a customer service positions a plus
• A passion for sharing and learning about New Jersey history

Physical Requirements
This position requires walking or standing at times. Physical demands associated with the essential functions include lifting package deliveries, occasionally moving tables or chairs, and ability to navigate stairs.

Equal Opportunity Employer
The Museum of Early Trades & Crafts is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability, sexual orientation, or any other reason.

Qualified Applicants
Please send a cover letter and resume via email to info@metc.org with "Museum Assistant" in subject line. If you are sending this information by regular mail please send to: Assistant Director, Operations, Museum of Early Trades & Crafts, 9 Main Street, Madison, NJ 07940