

POSITION AVAILABLE

Maryland Department of Planning
Division of Historical & Cultural Programs
Jefferson Patterson Park and Museum

Collections Assistant

Hourly Salary: \$12.55

Part-time contractual position with Maryland State Government

The Jefferson Patterson Park and Museum (JPPM) seeks qualified applicants for the half-time position of Collections Assistant at the Maryland Archaeological Conservation (MAC) Laboratory. The Collections Assistant will provide support to the MAC Lab's Curator of State Collections in a variety of collections management related duties including preparing archaeological collections for long term storage; surveying and assessing the condition of collections and their storage requirements; identifying artifacts in need of stabilization and conservation; rehousing collections in archival materials; assisting with processing incoming collections; assisting with the management of artifacts on loan; and assisting with the creation of type collections and artifact displays for a new archaeology exhibit in JPPM's Visitor Center.

Bachelor's degree in anthropology, archaeology, history, museum studies or a related field preferred. Knowledge of computer-based word processing, spreadsheet and databases desired. The applicant must be able to lift fifty pounds. Applicants must be US citizens or have a currently valid work visa.

Send resume with cover letter by April 4, 2008 to:

Norma Burke
Attention: Collections Assistant Position

Jefferson Patterson Park and Museum
10515 Mackall Road
St. Leonard, Maryland 20685
AN EQUAL OPPORTUNITY EMPLOYER