

## USS MISSOURI MEMORIAL ASSOCIATION

## POSITION DESCRIPTION

**Position Title:** Curatorial Assistant

**Reports to:** Curator

**Department:** Curatorial Dept.

**Primary responsibilities:** The Curatorial Assistant assists the Curator with collections management, exhibit design, research, cataloging, preservation, and public accessibility to artifact, archival, and library resources belonging to the USS Missouri Memorial Association.

**Primary duties:**

- 1) Assists with overall management, organization, and preservation of UMMA's Historic Collection.
- 2) Responsible for receiving, researching, cataloging, organization, and safe storage of donated materials.
- 3) Assists with inquiries and research requests.
- 4) Works with Curator with the design, installation, and maintenance of operational displays and exhibits onsite and aboard ship.
- 5) Assists with selection of materials for site specific and online presentations and exhibits.
- 6) Assists with research and development of educational and informational resources.
- 7) Participates in communications with and visitations by former crewmembers and other veterans.
- 8) Assists in maintaining environmental standards and cleanliness of Curatorial facilities and associated areas.
- 9) Assists with design and development of Collection's web-based resources, including the digitization/scanning of documents and objects.
- 10) May be assigned additional duties according to department and organizational need, as directed.

**Schedule:** Full-time position, 40 hours per week. Position requires availability Monday through Fridays for 8-hour shifts during daytime business hours. Must be flexible to department and organizational needs including some evenings, early mornings, weekends, holidays, and special events as projects and responsibilities require and as directed.

**Benefits:** Full time employment includes paid leave, medical and dental benefits, and participation in the company's 401k matching contributions program.

**Working Conditions:** Position works in an office as well as other work environments located onboard and on-site at the Battleship Missouri Memorial, as appropriate to the specific tasks at hand. This includes physical work that is both inside, outdoors, and in all types of weather conditions; onboard and off board ship. The position may also work in

various areas of the ship with limited ventilation and/or lighting, including spaces undergoing restoration.

**Education, Experience and Skill requirements:**

- 1) Preferred minimum education: Bachelor's degree (B.A.) from four-year college or university; or one to two years applicable civilian or military experience and/or training; or equivalent combination of both.  
Preferred educational background:  
American Studies, Asia-Pacific Studies, International History, Maritime History, Military History, or Museum Studies.
- 2) 2-3 years of experience in a collection or archive at a museum, historic ship, or equivalent state or federal facility is required.
- 3) Proficiency in version 5 Past-Perfect museum software or ability to acquire proficiency in a timely manner.
- 4) Computer proficiency and familiarity with current computer technologies, programs, applications and social media.
- 5) Excellent organizational skills.
- 6) Ability to work independently and responsibly.
- 7) Ability to communicate clearly, effectively and appropriately with other staff, volunteers, visitors, veterans, donors, and the general public.
- 8) Demonstrates efficiency, accuracy, and attention to detail in all tasks assigned.
- 9) Ability to create reports, draft business correspondence, and communicate clearly and effectively in writing.
- 10) Ability to effectively respond to inquiries and communications verbally and in writing.
- 11) Ability to read, analyze, understand, and interpret informational content from general publications, journals, technical publications, government and military publications and documents, and a wide range of published and archival materials.
- 12) Experience with graphic design programs such as Photoshop, InDesign, etc. preferred but not required.

**Physical requirements:** Physical agility and adequate spatial vision and hearing are necessary to navigate and function safely within the onboard work environment, which includes steep ladders and high stepovers. Must be able to lift up to 25 lbs.