

Title of Position *	Curatorial Assistant
Institution *	Dallas Heritage Village
Position Location: City & State *	Dallas, TX
Position Closing Date	
About the Institution	Dallas Heritage Village is an immersive history museum, located on the edge of downtown Dallas.
Institution Website Address	http://www.dallasheritagevillage.org
Summary of Responsibilities	<ul style="list-style-type: none"> • Maintain clean conditions for artifacts in exhibits and storage areas • Collection management activities, under the supervision of the Curator, may include accessioning, inventory, digitizing, maintenance of computer database, and generating collection related documents. • Assist with the production and arrangement of new exhibits as designed by the Curator • Seasonal decorating, including oversight of volunteer decorating groups
Required Qualifications	<ul style="list-style-type: none"> • Interest in history, particularly artifacts and material culture • Organizational abilities, to contribute to maintaining the physical organization and record-keeping for a collection of 24,000 artifacts • Willingness to learn and follow approved guidelines for artifact handling and care. • Must be physically able to travel about a 13-acre site, lift fifty pounds or more and sometimes assist with moving large objects such as furniture, work carefully in crowded exhibit rooms, work in potentially dusty locations, move around an outdoor museum in all weather conditions. • Familiarity with computers, digital cameras and scanners, enough to learn the Past Perfect artifact database program and to photograph or scan artifacts • Some experience and/or education in museum work is preferable, but this is an excellent starting position for anyone interested in exploring a curatorial career.
Compensation	The Curatorial Assistant position is \$16/hour, working 20 hours per week with some flexibility in scheduling.
Apply at this Website:	
Apply with this email:	emontgomery@dallasheritagevillage.org
Special Instructions to Apply:	Please submit a cover letter and resume.