
Title of Position *	Collections Technician
Institution *	Perot Museum of Nature and Science
Position Location: City & State *	Dallas, TX
Position Closing Date	

About the Institution

The Perot Museum of Nature and Science is located in Dallas, Texas and operates out of two main facilities: Victory Park and Fair Park. The Victory Park facility is the home of 11 permanent exhibits, the temporary exhibit gallery, classrooms, a theater and a cafe. The Fair Park facility is the home of most of the Research and Collections Department, the fossil preparation lab, and the museum's educator professional development team.

Institution Website Address

<http://www.perotmuseum.org>

Summary of Responsibilities

The Collections Technician will

- Assist in processing collections including inventory collection recording, cataloging, condition reporting, storing, maintaining inventory, and documentation
- Assist with planning and assembly of new storage equipment for collections according to curatorial standards; cleans collection and storage area as needed
- Assist in the maintaining of museum collection database through data entry and editing
- Prepare artifacts for storage
- Photograph objects for documentation
- Collaborate with staff and volunteers as needed
- Scheduling of meetings with staff and vendors

Required Qualifications

Must have completed college level coursework in Museum Studies or related field and be pursuing a career in the museum field

- Prior experience working with museum collection. Biology, geology, or paleontology preferred.
- Computer skills and aptitude including MS Office suite and ability to learn Re:Discovery Profio software
- Knowledge of collection documentation practices and procedures for museum objects, storage, and preparation
- Knowledge of collection security procedures
- Skill in verbal and written communication
- Ability to work independently, proactively, creatively, collaboratively, and effectively as a team member
- Ability to follow instruction and guidelines
- Exercise judgement as needed to complete tasks and fulfill objectives
- Knowledge of physical properties, preventive maintenance, and proper storage of natural history collections consistent with AAM standards and best practices

Compensation

Apply at this Website:

<http://www.perotmuseum.org/about-the-perot/working-at-the-perot/index.html>

Apply with this email:

Special Instructions to Apply:

Please apply at the Perot Museum Career Website to be considered for this position. No phone calls or agencies please.
