



Part-time Collections Assistant

The New Castle Historical Society [NCHS] is seeking a part-time Collections Assistant to support the Collections Department in the care of the NCHS collections. The Collections Assistant will be responsible for assisting with the cataloguing, maintenance and storage of the collection.

Job Responsibilities:

Documentation

- assists with the documentation and database management of the collection
- assists with the preparation of a full collection inventory both on and off site
- assists with the cataloguing and reconciliation of the collection
- assists in preparing and processing paperwork for accessioning or de-accessioning of collection objects
- attends Collection Committee meetings as needed

Care of Collection

- assists with collection care
- assists with preventative conservation
- assists with both on-site and off-site storage

Qualifications

- a background working at historic sites, museums, archives or other related fields is preferred
- have computer literacy and familiarity with current technological tools
- experience of data input and knowledge of museum databases would be beneficial, particularly the CatalogIt collections management system
- ability to work collaboratively and independently

Hours and Compensation

\$20,000 annually

This is a part-time independent contractor position based at New Castle Historical Society, 100 King Street, Chappaqua, with a rate of \$20 per hour, approximately 20 hours a week, with flexible schedule.

TO APPLY: Please email resume and cover letter to Mandy MacKenzie, Collections Manager: researchcollections@newcastlehs.org

CLOSING DATE: Monday 3rd March 2025