



Heritage Collection Specialist

Grade 6 - Specialist III

FLSA Non-Exempt

Base Pay: \$14.50/hour

Up to 25 hours per week

The Heritage Collection Specialist works closely with the Heritage Collection Manager to provide support for the programs and services featuring NPL's Evelyn Lehman Culp Heritage Collection.

This position is responsible for entering data about the Heritage Collection's holdings, providing customer service to the Heritage Collection's visitors, and supporting programs related to the Heritage Collection.

This position's primary work location will be the Nappanee Center located at 302 W. Market St. in Nappanee.

ESSENTIAL FUNCTIONS

- Recording critical object data, including number, name and description, overall condition, and available provenance.
- Entering data into the museum collection database (PastPerfect).
- Welcoming and guiding museum visitors.
- Answering directional inquiries or routing information queries appropriately.
- Performing other assigned duties as needed, including but not limited to, doing research, helping arrange exhibits/displays, and preparing items for storage.
- Assisting with museum programming.
- Performing all opening/closing procedures in the work area/public area.

AREAS OF ACCOUNTABILITY AND PERFORMANCE

- Ability to work weekends.
- Ability to work independently with little supervision.
- Have excellent written and oral communication skills.
- Dependable, punctual, with good attendance and work habits.
- Flexibility to deal with multiple and extra unexpected tasks.

KNOWLEDGE AND CRITICAL SKILLS

- Aptitude for detailed work with the ability to execute assigned tasks efficiently, accurately, and independently.
- Possess an interest in history.
- Comfortable working with computers.

QUALIFICATIONS

- Must have high school diploma or equivalent
- Must have library experience of at least two years
- May have some supervisory experience (preferred)
- May have some post-secondary experience
- Must have prior work experience
- Must have, or be able to obtain, at least Librarian Certificate 6 within the first three years of employment

- Must have experience (two years preferred) with a specialized area of library work (circulation, ILL, collection management, etc.)

SUPERVISOR

- Heritage Collection Manager

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.