



## Research and Collections Assistant

Litchfield Historical Society – Litchfield, CT, US

**Pay Rate:** \$20/hr

**Position Title:** Research and Collections Assistant

**Status:** Part-Time, Year-Round (15-20 hrs/week)

**Anticipated Schedule:** Tuesday – Friday, 10am – 4pm

**Supervisor:** Executive Director

### Purpose:

The Research and Collections Assistant of the Litchfield Historical Society facilitates the daily research experience of patrons to the Helga J. Ingraham Research Library. In addition to assisting visitors with research needs, the Research and Collections Assistant provides support to the care, maintenance, and management of the organization's object and archival collections.

### Qualifications:

#### *Education, Experience, and Knowledge*

- Interest in history, archives, and material culture. Experience working with local history, a plus.
- One to two (1-2) years customer or visitor service, required. Prior museum, library, archives, or public history experience preferred.
- Demonstrated proficiency in primary and secondary source research methods.
- High School diploma, or equivalent, required. Bachelor's degree in a relevant field, preferred.
- Knowledge of museum and archives cataloging and collections management procedures, or willingness to learn.
- Familiarity with content management systems and online research tools desirable.

#### *Skills and Abilities*

- Strong verbal and written communication skills across age groups and abilities.
- Able to guide others through the research process, helping them learn and build knowledge and skills.
- High level of initiative, independence, flexibility, and aptitude to work as a team player.
- Appreciation of the organization's mission and desire to play an active role in achieving it.
- Ability to successfully manage time and move smoothly between overlapping tasks.
- Desire to interface with visitors, researchers, and colleagues.
- Lifelong learner desiring to learn new skills and knowledge with a curiosity about others.

### Key Responsibilities:

As a small non-profit, LHS is team-oriented and collaborative. All staff contribute to the overall success of the organization and its daily operations. To that end, all positions are expected to:

- Achieve the organization's purpose by demonstrating LHS's mission, impact, values, and goals.
- Help others achieve the organization's purpose through collaboration and teamwork.

- Carry out job functions through ensuring completion of the following essential job duties.

**Job Responsibilities:**

- Provide in-person and remote reference and research assistance to external researchers.
- Orient visitors to research library, resources, and services.
- Assess patrons' research needs and interests to provide assistance and support, guiding them to appropriate reference and collections materials.
- Provide access to relevant reference and primary source materials following organizational guidelines and safety measures.
- Oversee researchers' use and handling of primary source materials.
- Work collaboratively with LHS Archivist and Curator to ensure access to the full breadth of collections and reference materials.
- Working with LHS Archivist and Curator, track research requests for museum data collection.
- Provide support to the care, maintenance, and management of LHS's object and archival collections through assigned tasks and projects, such as fulfillment of institutional image requests, cataloging and processing of object and archival materials, development of research documents, and other registration and collections-based projects.
- Remain current on museum and archives practices and standards.
- Perform all other duties as assigned.

**About the Litchfield Historical Society:**

The Litchfield Historical Society (LHS) is an American Alliance of Museums accredited organization dedicated to sharing the history and culture of the Town of Litchfield, Connecticut, through dynamic exhibits, diverse programs and events, representative collections, and publicly accessible resources. LHS comprises the Litchfield History Museum, Helga J. Ingraham Memorial Research Library, Tapping Reeve House and Litchfield Law School, and Tapping Reeve Meadow. Our work centers on our Mission to make the past usable, connecting our community and audiences with their history and culture to chart a way forward.

LHS is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, pregnancy, sexual orientation, gender identity or expression, national origin or ancestry, disability status, marital or civil union status, protected veteran status, status as a victim of domestic violence, erased criminal records or any other characteristic protected by law.

**To Apply:**

Please email cover letter and resume to [jjenkins@litchfieldhistoricalsociety.org](mailto:jjenkins@litchfieldhistoricalsociety.org).