

## **JOB DESCRIPTION**

### **DUP MCQUARRIE MEMORIAL MUSEUM**

**Title:** Collection Care Design Display Specialist

**Purpose:** The primary focus of this volunteer position is to serve as a Collection Care Design Display Specialist. Determine display needs, research items for information to create/enhance displays, identify resources needed to carry out display needs. Create detailed plans for new displays or changing existing displays in the Pioneer Museum.

**Reports to:** Museum Director

**Relevant Skills:**

- Ability to create display designs using items in the Museum.
- Have basic computer skills. Able to email and use MS Office applications.
- Physical ability to stand for a period of time, walk around the Museum, climb a flight of stairs.
- Desire to be knowledgeable about the history of the Museum, main items in the collection and basic Washington County Pioneer History.
- Have basic communication skills; phone, email, verbal.
- Training available for some skill requirements provided

**Key Responsibilities:**

- Utilize the Collection Care guidelines for handling, moving, cleaning items in the Museum for all new and changing displays.
- Develop display design with photos, sketches, lists of items in Museum and storyline using PastPerfect Collection Software and other programs as needed.
- Research for information about items in the Museum and create a storyline for displays.
- Enhance existing displays with new items or changes to improve the display.
- Create the approved displays in space allowed by Museum Director.
- Knowledgeable about the history of the Museum, main items in the collection and basic Washington County Pioneer History.

**Time Commitment:** 3 -4 hours a week with additional time to attend meetings and set up of displays. Total about 10-12 hours per month.

**Location:** DUP McQuarrie Memorial Museum, 145 N. 100 E., St. George