



Collections

Curatorial Assistant

Hours: 10/week

Objective: Assist the Curator with the cataloging of one or more accessioned but unprocessed collections in the Johnson County Historical Society museum collections.

Responsibilities:

- Surveying and appraising unprocessed materials
- Organizing, cataloging, numbering items in the collection.
- Identifying special storage considerations for items and developing a storage plan for the collection.
- Preparing cataloging sheets for objects and entering information into JCHS' PastPerfect collections database.

Experience: Some basic work with museum artifacts or collections care course.

Possible Fields of Study: Museum Studies, History, American Studies, Public History, Library Science

Collections Inventory Assistant

Hours: 10/week

Objective: With the supervision of the JCHS Curator, the Schoolhouse Inventory Assistant will inventory artifacts currently stored in the upstairs of the 1876 Coralville Schoolhouse Museum.

Responsibilities:

- Completing inventory sheets and condition reports
- Photographing objects
- Updating information about objects on the PastPerfect database
- Conducting some artifact research.

Experience: Some basic work with museum artifacts or Collections Care course. Knowledge of digital camera and basic research skills are helpful. Must be detail-oriented and able to work independently.

Possible Fields of Study: Museum Studies, History, American Studies

Emergency Collections Recovery Plan Developer

Hours: 5-10/week

Objective: With the supervision of the JCHS Curator, work to develop a comprehensive disaster plan for JCHS collections.

Responsibilities:

- Research existing material on disaster plans for small museums.
- Develop response teams and organize a mock recovery.
- Develop a plan of action for the JCHS collections in the event of a natural disaster.

Experience: Strong writing and communication skills. Some basic knowledge of museum collections policy is helpful.

Possible Fields of Study: Museum Studies, Communications



Education

Education Assistant

Hours: 10/week

Objective: Work with JCHS Education & Outreach Coordinator to implement educational programs and events for students through the Be a Guest of the Past program.

Responsibilities:

- Design multimedia lesson plans based on existing activities/lessons
- Develop and administer evaluations for students and teachers participating in Be a Guest.
- Make recommendations for additions or changes to educational programs.
- Conduct educational programs
- Assist in planning and conducting other programs and events

Experience: Strong research and writing skills. Ability to think creatively in order to engage the public. Experience working with a wide range of audiences.

Possible Majors of Interest: Education, Museum Studies, History, American Studies, Art History

Oral History

Oral History Transcriber

Hours: 5-10/week

Objective: The Oral History Transcriber will transcribe oral histories in the JCHS oral history collection on a variety of different subjects following JCHS procedures and transcription templates.

Responsibilities:

- Create printed transcription for each oral history following established template.
- Complete oral history subject index worksheet.
- Enter information about interview into JCHS PastPerfect database.

Experience: Must be proficient keyboardist, basic experience with Microsoft Word.

Possible Majors of Interest: History, Public History, Journalism, Museum Studies