



## **Collections & Archives Special Project Assistant**

### **Position Summary:**

The Erie Canal Museum is looking for a detail-oriented and motivated individual to assist with the organization and cleanup of collections metadata using PastPerfect and Google Sheets. This metadata cleanup project is essential prior to the transfer of the Museum's collections database to PastPerfect Web Edition. **This paid part-time position could serve as an internship for credit for the summer semester with an optional extension into the fall semester.** This position is a good fit for a detail-oriented, self-directed individual interested in archival or digital collections, or cataloging.

The Erie Canal Museum, located in downtown Syracuse, New York, engages the public in the story of the Erie Canal's transformative impacts on peoples and places in the past, present, and future. We are stewards and interpreters of Erie Canal related materials and heritage. Established in 1962, the Erie Canal Museum shares 200 years of Erie Canal history through interactive displays, original artifacts, and public programs.

### **Regular Responsibilities:**

- Learn how to handle and manage archival collections;
- Edit or create metadata in PastPerfect and Google Sheets;
- Learn about and make use of controlled vocabularies; and
- Assist with day-to-day museum activities, as needed.

### **Qualifications:**

- Studied or enrolled in Library & Information Science, Museum Studies, or related program (or equivalent experience)
- Completed coursework in Information Resources: Organization & Access, or Cataloging (preferred)
- Knowledge of PastPerfect collections software and Google Sheets (preferred)

### **Additional Details:**

This in-person part-time position pays \$17 per hour for up to 350 hours. Those hours can be spread over the summer and fall semester, depending on the candidate's availability.

To apply, candidates should send a cover letter; a resume or Curriculum Vitae; and two references.

**Applications packages should be submitted as PDFs via email to Amie Flanigan, Archivist & Collections Manager, at [employment@eriecanalmuseum.org](mailto:employment@eriecanalmuseum.org) with "Special Project Assistant " in the subject line. Applications are accepted until the position is filled.**

*The Erie Canal Museum (ECM) is an American Alliance of Museum accredited history museum. ECM recruits and hires employees without regard to race, color, religion, national origin, sex, age, disability, or sexual preference, and treats all employees equally with respect to compensation and opportunities for advancement, including upgrading, or promotion. ECM supports the Americans with Disabilities Act, and will take such measures insofar as possible to assist employees who need accommodation. Reference checks may be conducted for all positions.*