



## JOB POSTING

### Collections Associate

#### **About the Senator John Heinz History Center**

*The Senator John Heinz History Center is a Smithsonian-affiliated museum and a first-day Pittsburgh attraction that presents compelling stories from American history with a Western Pennsylvania connection, all in an interactive and engaging environment for visitors of all ages. The largest history museum in Pennsylvania, the [AAM-accredited](#) History Center attracts large and diverse audiences to its 370,000-square-foot facility in Pittsburgh's historic Strip District that includes six floors of long-term and changing exhibition space along with spectacular spaces for special events.*

*The History Center's family of museums includes the Western Pennsylvania Sports Museum, a dynamic museum-within-a-museum; the Fort Pitt Museum in Point State Park; and Meadowcroft Rockshelter & Historic Village, a National Historic Landmark located in Avella, Washington County, Pa. The History Center also leads a partnership of more than 125 regional historical societies, museums, and organizations dedicated to preserving local history – the History Center Affiliates Program.*

*A popular destination for families and visitors to our region, the History Center attracts more than 250,000 visitors annually and reaches millions through virtual programs and digital outreach. The History Center was recently recognized as America's #2 History Museum by USA TODAY and "Pittsburgh's Best Museum" by Pittsburgh Magazine.*

#### **Position Description**

The Heinz History Center is seeking a Collections Associate in the Museum Division. This full-time position will be responsible for cataloging the museum collections. The collections of the History Center are the foundation of the institution and essential to the operation of the museum. Cataloging and completion of paperwork are critical to fulfilling the History Center's mission and provide the basis for interpretation in exhibits, programs, publications, and social media.

This work involves research, numbering, data entry, photography, packing, and storage prep. The associate will help to maintain proper storage and exhibition of artifacts by assisting with maintenance. As a member of the Museum team, the Collections Associate will also assist with exhibition preparation and take down.

The Collections Associate will often have to make decisions and practice time management, as there will be concurrent projects requiring their attention, and prioritization is essential. The Collections Associate will work closely with the Collections Manager and other staff to balance responsibilities and structure their time. The Collections Associate's dedication and attention to

detail will contribute to long term preservation and accurate interpretation of museum objects.

This is a full-time, salaried / non-exempt position reporting to the Collections Manager.

### **Requirements**

M.A. degree in History, Public History, Art History, American Studies, Museum Studies, or related field

One year of experience in museum collections or registration desired

Training in object/fine art handling preferred

Ability to plan, organize, and prioritize work while handling multiple tasks simultaneously.

Good record-keeping ability

Familiarity with TMS collections management database

Experience handling artifacts

Digital photography

Proficient with Light Room, Microsoft Word, Excel, PowerPoint, Outlook

Excellent interpersonal, verbal, and written communication skills

Willingness to follow Collections Department practices and policies

Understanding of material culture and artifacts, familiarity with object research

Valid driver's license

The successful candidate will be required to prove that they have received the COVID-19 vaccine or have a valid religious or medical reason not to be vaccinated.

### **Why Work at the History Center?**

Rewarding, mission-driven work that makes an impact in the community!

Dynamic workplace located in Pittsburgh's historic Strip District

Flexible Work Schedule

Full benefits package including medical, dental, and vision insurance

403(B) retirement plan

Paid time off

Nine (9) paid holidays

Company paid life insurance / LTD

Discounts in the Museum Shop and Cafe

### **Application Process**

*The History Center is an Equal Opportunity Employer. The History Center celebrates diversity and is committed to treating all applicants & employees fairly based on their abilities, achievements, and experience without regard to race, national origin, sex, age, disability, veteran status, sexual orientation, gender identity or any other classification protected by law.*

Qualified applicants should apply at:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=76327&clientkey=8C418A547E1D3E774FF0277E8175A385>

Or by submitting a cover letter, resume and writing sample to:

Renee Falbo, Director of Human Resources  
Senator John Heinz History Center  
1212 Smallman Street, Pittsburgh, PA 15222  
412-454-6357

[hr@heinzhistorycenter.org](mailto:hr@heinzhistorycenter.org)

[www.heinzhistorycenter.org](http://www.heinzhistorycenter.org)