

Conservation Assistant(Part-time, contract work)

Museums

Hourly rate: \$25

The Mississippi Department of Archives and History (MDAH), Museum Division, seeks applicants for a Conservation Assistant position. The Museum Division encompasses nine unique historic sites and museums that collectively tell the diverse story of Mississippi's history.

The Conservation Assistant will support conservation activities across all sites, with most work conducted in the purpose-built conservation laboratory located within the Two Mississippi Museums in Jackson.

The Conservation Assistant will assist the Director of Conservation with a variety of laboratory and collections care tasks, including the preparation and creation of storage housings, database entry, research, ordering supplies, paperwork management, photodocumentation, and minor conservation treatments.

This is a part-time position of 25 hours per week with a flexible schedule. The position is well-suited for a pre-program conservation student, allowing time to complete coursework, pursue additional conservation experiences, or maintain secondary employment.

The Conservation Assistant will work closely with the Director of Conservation, an objects conservator, and may also have opportunities to collaborate with furniture and textile conservators.

Responsibility

Responsibilities include providing support for conservation activities within the conservation laboratory and across Museum Division sites; entering and maintaining information in the museum collections database; assisting with preventive conservation activities such as environmental monitoring, housekeeping, and integrated pest management; assisting with exhibit preparation and installation; preparing and creating storage housings for collections; working collaboratively with collections and exhibits teams; assisting with the management of conservation documentation and paperwork; and assisting with photodocumentation of collections and conservation treatments.

Eligibility

The successful candidate must hold a bachelor's degree in history, archaeology, art history, chemistry, fine arts, or a related field. The candidate must be able to lift up to 35 pounds, demonstrate flexibility in adjusting tasks as needed, and be proficient in Microsoft Office applications. Applicants should have an interest in pursuing a career in the museum field, ideally in conservation. Experience with digital SLR photography and basic Photoshop editing is preferred.

To apply for this position, please use our online Indeed application portal by **following this link**. Alternatively, you may submit your resume via email directly to Kelty Puckett, Director of Human Resources, at kpuckett@mdah.ms.gov.

The Mississippi Department of Archives and History is an equal opportunity employer.