

SAUGATUCK-DOUGLAS  
**HISTORY**  
CENTER

Position: Collections Specialist  
Employment Type: Part-Time, not to exceed 1 year  
Supervisor: Executive Director  
Reports to: Archivist  
Compensation: \$22/hour. No benefits are offered. Estimated work to be completed: 1,000 hours. Flexible schedule. Work must be completed on-site.  
Application: Please submit a substantive letter of interest that links applicant experience to the position requirements along with resume and three references with complete contact information:  
  
By mail to: Nathan Nietering, Executive Director, S-D History Center  
PO Box 617  
Douglas, MI 49406  
  
Or by email to: [director@sdhistoricalsociety.org](mailto:director@sdhistoricalsociety.org)  
Subject Line: *Collections Specialist Application*

No phone calls, please.

Deadline to apply: By close of business, March 22, 2018

**Position Summary:**

The Saugatuck-Douglas History Center seeks a collections specialist to assist the Executive Director and Collection Committee volunteers with the growth and organization of the Center's collections, primarily housed at the Old School House in Douglas, Michigan.

**The collections specialist will:**

1. Complete an inventory of the History Center collection, including archives, artworks and objects, digital records, and items currently on loan or exhibition, to ensure collections items are catalogued and identified in the correct manner.
2. Determine, with the collections committee, the scale and scope of our existing collection, identify areas where the collection is weak, and recommend initiatives to fill these gaps.
3. Participate in the 2018 partnership between the History Center and Grand Valley State University's Kutsche Office of Local History to grow the History Center's collections for future preservation, research, and interpretation.
4. Recommend and implement innovative approaches to using and increasing access to the collections by the general public and History Center members.
5. The collections specialist may also have opportunities to work with the exhibits committee and education/programming committee to enhance and augment their work.

### Minimum Requirements:

- Previous experience working directly with museum or archive collections, preferably at multiple institutions
- Knowledge of PastPerfect collections management software
- Excellent interpersonal skills and the ability to work independently and with other staff and volunteers in multiple disciplines
- Meticulous attention to detail
- Excellent written and oral communication skills
- Ability to speak in front of a group of visitors in a tour setting
- Ability to pass a background check

### Preferred Qualifications:

- Certificate or degree in Museum Studies, Public History, Art History, History, or a related field
- Proficient with PastPerfect collections management software and familiarity with other collections management platforms
- Knowledge of digital collections standards and best practices
- Knowledge of archival and museum cataloging standards and best practices

### About the Saugatuck-Douglas History Center:

The Saugatuck-Douglas History Center (SDHC) was founded in 1986 as the Saugatuck-Douglas Historical Society and has grown to be a vibrant, 700-member strong organization that celebrates our community by exploring its history, with the mission to preserve local history and inspire learning to inform and improve our community. Increasing access to our collections is an important component of SDHC's 5-year strategic plan. Learn more about our organization at [www.MySDHistory.org](http://www.MySDHistory.org) and download our free mobile app for your Apple or Android device by searching your app store for "Saugatuck Douglas History."

