



The Ruth Mott Foundation is accepting applications for a full time Collections Assistant within the Collections & Education Department located at Applewood Estate in Flint, Michigan. Once home to Charles Stewart Mott and his family, Applewood Estate dates back to 1916. The estate is now owned and operated by the Ruth Mott Foundation and consists of award-winning gardens, historic buildings, and collections of art, artifacts, archives and photographs.

Job Posting: Collections Assistant (Full Time)

Job Purpose: Assists Director of Collections & Education with preservation actions, collections and records management, patron assistance and exhibit support. Provides clerical support and performs routine data entry.

Primary Duties:

- Assists in the coordination of research of collections and archives and, using PastPerfect museum software, researches, retrieves and responds to staff, family and community requests for information, or photographs. Records reference use.
- Moves collections and tracks their location in collections management database.
- Assists in inventories of collections and collections records management.
- Assists with preservation actions including monitoring, documenting and mitigating risks to collections.
- Assists in the storage and display of collections.
- Assists in monitoring of contractors working in house or around collections.
- Provides general tour programming and event support as needed.
- Answers incoming Applewood phone calls and provides general information to callers or forwards calls to appropriate staff member.
- Provides general clerical support to the department including filing, supply ordering and mailings. Picks up and delivers items to downtown office.
- Completes other duties as assigned.

Minimum Requirements:

- Minimum of an Associate's degree including coursework in history, art history, museum studies, anthropology, library science or related field.
- Work requires previous experience (paid or unpaid) with archives, museum or library science.
- Analytical, organizational, computer and writing skills, including experience with Microsoft Office Suite.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with individuals from all sectors of the community and a commitment to diversity and inclusion.
- Ability to be discreet about the Mott family collection.
- Flexible, accurate and detail-oriented.

Typical Physical Demands:

Must be able to travel up and down stairs and ladders; bend, stoop, and lift to move materials; to pull/push, lift and carry up to 50 pounds; and to reach both above and below shoulder height, and to work while wearing protective gear in non-climate controlled environments. Ability to sit at a computer monitor for long periods of time. The nature of the work requires the ability to work in both indoor and outdoor environments.

Ruth Mott Foundation recruits team members that are as economically, culturally and ethnically diverse as the community we serve. We are committed to diversity and inclusion in all its forms, including but not limited to race, color, religion, sex, national origin, age, disability, height, weight, marital status, sexual orientation, protected genetic information, veteran status, or any other characteristic protected by law.

To Apply: Email cover letter and resume to Resumes@ruthmott.org