



## ANNOUNCEMENT OF OPEN POSITION

<b>Title of the position:</b>	Inventory Coordinator
<b>Location:</b>	Museum Support Center, 1425 Spruce Street, Easton, PA and D&L offices, 2750 Hugh Moore Park Road, Easton, PA
<b>Reports to:</b>	Museum Collections Manager
<b>Type/Term of employment:</b>	Full-Time (30 hr. workweek), Non-Exempt, Fixed Term (September 2022 – August 31, 2024)
<b>Compensation:</b>	\$33,750 annual salary plus benefits
<b>Expected Start Date:</b>	Early September 2022

**General Description:** The Delaware & Lehigh National Heritage Corridor seeks a highly organized, detail-oriented individual with expertise in archival/collections management to conduct a grant-funded inventory of the National Canal Museum's collections housed at its off-site storage building - the Museum Support Center. The collections include artifacts, framed art, maps and engineering drawings, and archival materials relating to the history of canals and associated industries. General duties will include cataloging and processing objects in the Museum's collections management database, photographing objects, and ensuring proper handling, storage, and security of objects. The Inventory Coordinator will supervise the work of collection interns and volunteers. This position is a fixed term, 30 hour per week role with a flexible work schedule. As the position requires regular physical interaction with the collections, remote work will be minimal.

### Position responsibilities:

- Oversee an orderly inventory of collection objects and track progress against project targets
- Catalogue and process objects in the Museum's collections management database, creating or updating records as needed
- Photograph and scan objects and archival materials according to current archival/collection standards
- Organizing the appropriate storage of objects after cataloguing
- Produce content for regular social media posts to engage the public with the collection
- Attend and participate in monthly staff meetings and annual staff retreats
- Other duties as assigned

## **Qualifications/Requirements:**

- Master's degree in Library and Information Science, Collections Management or a related field with a specialization in archival studies or collections management; or equivalent combination of education and experience
- Practical, hands-on experience with processing and digitization in collections/archives, including use of a collections management system (preferably PastPerfect)
- Knowledge of the concepts, principles and practices of collections/archival management to include proper handling, documentation, preservation and/or maintenance
- Demonstrated interest in the history of canals, railroads, or related industries of the region is a plus
- Excellent organizational, project, and time management skills
- Proficiency using MS Office software (Word, Excel, Outlook) and Adobe software (Acrobat and Photoshop)
- Positive interpersonal skills and willingness to collaborate in a team environment
- Excellent written and oral communication skills
- Ability to work independently with minimal oversight
- Valid driver's license in good standing

**Physical Demands:** Work requires a variety of physical activity including sitting or standing for extended periods of time, kneeling or crouching, and lifting up to 50lbs. The employee may need to climb a step ladder to reach objects on higher shelves. The employee is required to use hands to feel and handle objects. Specific vision abilities required by this job include close vision, color vision and depth perception. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Work Environment:** Work for this position is performed in a climate-controlled building with no windows. The building is kept at 63 degrees year-round. The employee will likely work alone for much of the time. The noise level in the building is usually quiet. The work environment described here is representative of that encountered by the employee while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

All employees are provided an annual performance review. All employees are expected to attend staff meetings and the annual full-day staff retreat. All employees are required to act respectfully toward individual co-workers and toward the DLNHC's overall organizational structure.

**Benefits:** Full-time employment benefits include paid holidays, paid vacations, paid personal leave, Social Security, Unemployment Compensation Insurance, Workers' Compensation Insurance, funeral (bereavement) leave and various leaves of absence, health and disability insurance, flexible spending account, and 403(b) retirement plan.

**Background:** The Delaware & Lehigh National Heritage Corridor (DLNHC) preserves the historic pathway that carried anthracite coal and iron from Wilkes-Barre to Bristol, PA. The organization was established by Congress in 1988 to celebrate our nationally significant story centered on the transport of anthracite coal from the mines of Luzerne and Carbon County to the markets in the Lehigh Valley and Philadelphia (via Bucks County). The D&L Trail is a multi-use trail spanning over 165 miles from the mountains of northeast Pennsylvania, along

rivers and through the Lehigh Valley and Bucks County. In 2017, DLNHC merged with the National Canal Museum to incorporate the archives, museum, canal boat and educational programs into preservation and education efforts. Today, we are an AAM-accredited Smithsonian Affiliate and an organization with the ability to connect people to unique experiences in nature and the environment, community and economic impact, health and recreation, history, preservation, and education.

**HOW TO APPLY:** Applications will be reviewed on a rolling basis until the position is filled. Applications should be submitted at [delawareandlehigh.org/about/team/](http://delawareandlehigh.org/about/team/) under Employment Opportunities.

*The Delaware & Lehigh National Heritage Corridor, Inc. (DLNHC) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the DLNHC organization complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*