



**Collections & Museum Learning Assistant (Full-time, hourly, non-exempt)**

**Salary range: \$38,000-\$39,500 (\$18.27-19/hour)**

Reporting directly to the Chief Curator, the Collections & Museum Learning Assistant plays a critical administrative role supporting the successful operation of the Curatorial, Collections, and Museum Learning areas and fulfilling the diverse administrative needs of a fast-paced department at the New Bedford Whaling Museum. The Department Assistant maintains an essential administrative load and acts as department liaison to all staff and appropriate members of the public, monitors galleries daily, maintains interactive and in-gallery engagement areas, and performs other general duties as assigned. This includes responding to all general inquiries to the department by phone and email, coordinating department scheduling, arranging collection visits, group visits, and research visits, scheduling project meetings, taking minutes for all department-led committee meetings, organizing contact lists, ordering supplies and tracking expenditures, and facilitating collections management tasks, museum learning programming, and gallery rotations. This individual is essential to the smooth and seamless execution of department operations at the Museum, and must be customer-service focused, proactive, flexible, able to anticipate needs and problem-solve, be detail oriented, and willing to step in to help facilitate and support daily operations.

**CORE RESPONSIBILITIES:**

- Handle all external general communications and scheduling for the Department
- Field general departmental inquiries – by phone, mail, and email
- Answer or forward queries from the general public to appropriate parties
- Assist with monitoring expenditures and budget tracking
- Maintain supplies inventory and facilitate department orders with outside vendors
- Manage department postal correspondence; deliver and pick up mail
- Maintain department work schedules and shared calendars, including target due dates for projects
- Monitor galleries daily and maintain interactive and in-gallery engagement areas
- Communicate key dates and deadlines to other departments; schedule on institutional and department calendars
- Administer key projects: send regular reminders to key individuals and maintain email lists for key stakeholders
- Arrange department meetings; create and disseminate action items for individual goal setting from those meetings
- Distribute agendas and take meetings at team meetings and committee meetings
- Create timelines to successfully execute regular departmental operations
- Maintain updated and consistent department record keeping practices
- Coordinate receipt of and communications regarding internship/ fellowship/ scholar applications
- Facilitate the execution of said programs, under the direction of the responsible staff members
- Organize collections and museum learning logistics and gallery operations, as requested
- Create exhibition and project checklists and collateral
- Participate in gallery installations and school program welcomes, under supervision
- Book department related travel, including group field trips and program and researcher travel needs
- Pull objects, register change of locations, fabricate labels, and assist with gallery change-overs, as-needed
- Schedule, facilitate and supervise object study visits for student groups and researchers
- Support the execution of museum learning programming, including activity development, collateral, and scheduling
- Assist with general collections management work and operations, including cataloguing, inputting data entry, appending digital assets, updating item records, filing, and record keeping in physical system and digital database
- Other duties, as assigned

**SKILLS, KNOWLEDGE, AND ABILITIES:**

- Must be organized, punctual, dependable, and professional
- Possesses excellent customer service and communication skills, including in person and by email and phone
- Pays close attention to details and schedules
- Has strong organizational and time-management skills
- Responds to situations with flexibility and adaptability, with ability to problem-solve and adjust schedules as needed
- Embraces and promotes diversity, equity, and inclusion initiatives
- Familiarity with spreadsheets and other computer-based software
- Able to work independently and as a team
- Understand and maintain the highest levels of discretion and confidentiality
- Ability to handle objects up to 25 pounds, see the normal range of color vision, and/or stand and/or walk an average of four (4) hours per day and climb a typical step ladder

**EDUCATION AND EXPERIENCE:**

- High School diploma *required*
- BA in art history, public history, museum studies, or a related field *preferred*
- work experience with museums, libraries, or cultural organizations *preferred*

**The New Bedford Whaling Museum**

The New Bedford Whaling Museum ignites learning through explorations of art, history, science and culture rooted in the stories of people, the region and an international seaport. Founded in 1903 as the Old Dartmouth Historical Society, the Museum seeks to advance understanding related to the influence of the whaling industry and the port of New Bedford on the history, economy, ecology, arts, and cultures of the region, the nation, and the world. We tell the stories of the many diverse communities that shared in the creation of this history, through excellence in our collections, scholarship, and public engagement. The Museum is recognized as a compelling destination that inspires all visitors to reflect on the complex issues that shaped the past, remain critical today, and inform a sustainable future. Today, the Whaling Museum is a leader in the cultural landscape of the SouthCoast serving more than 100,000 visitors and offering engaging exhibitions, dynamic public programs, and vibrant educational activities appealing to learners of all ages.

**TO APPLY**

Send an application form, cover letter, and resume to Naomi Slipp, Chief Curator and Director of Museum Learning, at [nslipp@whalingmuseum.org](mailto:nslipp@whalingmuseum.org). Applications will be reviewed on a rolling basis; the application period closes July 10, 2026. No phone calls, please.

**Equal Opportunity & Accommodation Statements**

The New Bedford Whaling Museum is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We do not discriminate based on race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or any other legally protected status.

If you require accommodations during the application or interview process, please contact us at (508)717-6828.