Museum Collections Research Fellow

HistoryMiami Museum

About the Museum: Founded in 1940, HistoryMiami Museum’s mission is to connect people by telling the stories of Miami’s communities, individuals, places, and events. We do this by exploring our past to inspire our future. Visit www.historymiami.org for more information.

Position Description

HistoryMiami Museum is analyzing its holdings in regards to specific aspects of local history. This work will rely principally on macron appraisal methodologies both to survey existing holdings and the collecting landscape in a selected subject area. Under the supervision of the Vice President for Museum Collections, the Museum Collections Research Fellow will help carry out a documentation strategy that will include:

* Conduct research to analyze the subject to be documented.
* Review the Museum’s collections to evaluate how the subject is currently documented in its holdings.
* Identify gaps in existing documentation on the subject.
* Conduct a survey to identify documentation on the subject suitable for collecting by the museum.
* Write a report to the museum director on your research.
* Help develop a plan for future collecting and documentation of the subject.
* Other responsibilities and duties as determined in consultation with supervisor.

Qualifications

• Research experience using a variety of sources, ranging from archival materials to specialized databases.
• Ability to organize and manage a research project with self-direction.
• Strong writing and editing skills. A writing sample may be requested.
• Creativity and adaptability.