



## **NATIONAL POSTAL MUSEUM**

**Museum Technician**  
**Unit title: Collections Technician**  
**IS-1016-07**

### **Advertisement**

The Smithsonian's National Postal Museum (NPM) is seeking to hire a Collections Technician, grade 7. The museum is dedicated to the preservation, study, and presentation of postal history and philately. The museum uses exhibits, public programs, and research to make this rich history available to scholars, philatelists, collectors, and visitors worldwide. The National Postal Museum's collection ranges vastly in scale and medium, from stamps to vehicles to postal equipment.

The responsibilities of the Collections Technician include collections maintenance, collections conservation, and routine work associated with preparing the collection for loan and exhibition. Duties involve moving collections to and from onsite and offsite locations, routinely monitoring pests and safe environmental conditions in collections storage and galleries, and driving and managing the museum's van. This position images collection objects, add numbers and enters data in TMS (The Museum System). In addition, the Collections Technician assists with exhibit installations and de-installations and may support the Loan Coordinator in packing and unpacking incoming and outgoing loans.

The Collections Technician is also responsible for examining objects, completing condition reports, and consulting with the museum's Paper Conservator to assist in determining the nature and extent of treatment needed, entering documentation into TMS. Under the direction of the Paper Conservator, the Collections Technician performs established procedures necessary to the conservation of the collection, including surface cleaning, humidification and flattening, paper repair, and glassine hinge and tape removal for paper-based objects. Exhibit prep activities include encapsulation, backing and wrapping, matting, and framing. In addition, the Collections Tech assists with the development and implementation of collection surveys and re-housing projects. This position reports to the Director of Collections and may assist their supervisor in special projects and assignments.

The incumbent must possess knowledge of collections management, preservation, and data management and must be trained in object handling. The work requires some physical exertion, such as long periods of standing, recurring bending, stooping,

stretching, reaching, or similar activities, and the use of physical strength in handling objects. In addition, the incumbent must have a valid driver's license.

Please send cover letters and resumes as attachments to [NPMApplications@si.edu](mailto:NPMApplications@si.edu) with the subject, "Collections Technician Application." Applications that arrive by August 1, 2021, will receive priority consideration. The starting salary is \$49,157.