



## **Collections Assistant – Helen Louise Allen Textile Collection**

**Start Date: January 2024**

**HELEN LOUISE ALLEN TEXTILE COLLECTION:** The Helen Louise Allen Textile Collection (HLATC) advances understanding of cultures and their history through engagement with textiles for the creative, technical, and educational benefit of scholars from the University and beyond. It is a teaching collection, with over 13,000 textile artifacts spanning 16 centuries and 108 countries.

**THE CENTER FOR DESIGN AND MATERIAL CULTURE:** The Center for Design and Material Culture (CDMC) is the primary destination for the multi-disciplinary study of material culture and design at the University of Wisconsin-Madison. The Center focuses on the study of textiles, material culture, and design thinking and is a hub for innovative programs that engage local, national, and international audiences. The Helen Louise Allen Textile Collection, the Ruth Davis Design Gallery, the Lynn Mecklenburg Textile Gallery, and the Dorothy O'Brien Innovation Lab support the work of the Center for Design and Material Culture.

The Helen Louise Allen Textile Collection is an integral part of Design Studies at the School of Human Ecology, University of Wisconsin. The collection hosts scholar and class visits as well as public tours and special events.

Working in collaboration with the CDMC Staff, collections assistants at HLATC enrich the public's understanding of textiles, fine art, and design. Student employees play an important role in day-to-day operations and gain hands-on, pre-professional experience in the behind-the-scenes operations of a museum. All assistants are trained in museum best practices including proper handling of fragile materials and the preservation and interpretation of cultural materials, including preparing work for exhibitions. Job tasks will vary throughout the year, so there is always something new going on.

Undergraduate and graduate students are eligible to apply. Preferred candidates may have coursework in art history, design studies, textiles, museum studies, library science, or communications. Work study eligibility is preferred, but not required.

**NOTE:** We are looking to hire a student available to work **6-10 hours** per week between **9:30 a.m. and 4:00 p.m. Monday - Friday**. Rates are \$13.00-\$16.00/ hour, depending on experience. Internships with the Center are a minimum of 10 hours/week and created on a case-by-case basis.

### **Job duties may include but are not limited to:**

- Pull and rehouse Collection objects to support HLATC activities including class visits, tours, exhibition, and research; maintain and prepare associated documentation including object tracking logs and object visit labels
- Depending on applicants interests and area of expertise, perform research for conduct HLATC class visits or exhibition tours
- Conduct biweekly cleaning of collection work areas and periodic monitoring of pest traps
- Conduct object research for exhibition, information requests, and acquisitions
- Perform data entry and database maintenance
- Assist with object accessioning and registration including filing and scanning documentation, cataloging, object research, condition reporting, object preparation, labeling, and storage



- Assist as needed with textile exhibition including object installation and mount making
- Contribute to the CDMC website and social media feeds
- Additional duties as assigned

**Preferred qualifications:**

- Interest in textiles, archives or museum work
- Well-organized, reliable, with attention to detail
- Excellent writing skills and strong computer skills
- Commitment to careful object handling
- Ability to maintain focus in group work area

**Position reports to:** Carolyn Jenkinson, Collections Manager

**How to Apply:** Send cover letter and resume to [cdmc@sohe.wisc.edu](mailto:cdmc@sohe.wisc.edu)