

## **JOB DESCRIPTION**

**Location:** Delta Flight Museum, Atlanta, GA  
**Job Title:** Cataloger – Collections

The Delta Flight Museum seeks to hire a short-term, part-time, project Collection Cataloger. This position is an opportunity for an emerging professional with a working knowledge of museum collection cataloging principles. Reporting to the Director – Archives, the Collections Cataloger will work collaboratively with the Registrar to catalog and rehouse objects in the Museum’s collection.

### **Job Responsibilities:**

- Create or enhance descriptive catalog records for artifacts in the collections
- Carefully rehouse objects that are fragile and/or rare
- Note any item damage or defects during cataloging and report to appropriate museum staff
- Assist the Registrar with photographing artifacts as needed
- Meet cataloging quotas and deadlines

### **Requirements:**

- Bachelor’s Degree with a focus in Public History, History, Museum Studies, or another related field
- At least two years of museum experience or coursework in registration, collection management, cataloging or archives
- Ability to lift 40 lbs., move boxes to high and low shelves and climb ladders
- Strong organizational skills with attention to detail and high-accuracy work product
- Demonstrative proficiency in database management preferred, especially PastPerfect Web Edition
- Ability to collaborate with small teams, but also do self-directed, independent work
- Working knowledge of MS Office suite (especially Excel) and other web-based tools, including shared drives and MS Teams

### **Position Details**

- \$20/hour
- 20 hours/week
- 24-month position (non-renewable)

### **Employer Information**

The Delta Flight Museum is a nonprofit 501(c)(3) organization whose goal is to collect, preserve, and present the history of Delta Air Lines in ways that educate and engage. It serves Delta employees, retirees, and families, Delta friends, local community, nonprofit organizations, and academic researchers. Located in Delta’s World Headquarters in Atlanta, the Museum is housed in Delta’s two 1940s aircraft hangars. On display are historic aircraft and permanent and seasonal exhibitions. For additional information about the Museum, please visit [www.deltamuseum.org](http://www.deltamuseum.org).

Hiring company is [AllSource PPS](#), an AgileOne company, and does not come with Delta Air Lines flight benefits.

### **How to Apply**

- Submit letter of interest and resume electronically to Marie Force, Director – Archives, subject “Collections Cataloger Application”: [museumarchives.delta@delta.com](mailto:museumarchives.delta@delta.com)
- Resumes will be accepted until position is filled.