



Connecticut League of History Organizations  
Central Connecticut State University  
Department of History  
1615 Stanley Street  
New Britain, CT 06050  
(860) 832-2674

## Connecticut Collections Project Assistant

The Connecticut League of History Organizations (CLHO) seeks a part-time staff member to assist with Connecticut Collections (CTCo), its open-source, web-based collections management system and public research portal. CTCo is used by 33 museums, historical societies, libraries, schools, and other cultural heritage organizations across the state to both manage their museum and archival collections internally, and share them with the public online. CTCo is built on CollectiveAccess, and CLHO works directly with the software developer to administer the system. The CTCo Project Assistant will work alongside the existing part-time CTCo Project Manager to oversee the system, recruit and onboard new organizations, support learning and training among users, and coordinate with other digital cultural heritage initiatives across the state.

**About CLHO:** The Connecticut League is a nonprofit statewide membership organization serving museums, historical societies, archives, libraries, and other cultural heritage institutions across Connecticut. Our mission is to strengthen the work of those who preserve and share the stories and objects of Connecticut's history and culture. We provide advice, resources, programs, training, networking opportunities, and other services to support best practices in the state's museum and cultural field. The League partners with Connecticut Humanities, and with the Public History Program at Central Connecticut State University, where our office is based, to carry out our mission.

**Employee status and compensation:** Part-time, 15–30 hours/week, \$40/hour, remote

**Duration:** This is a part-time, one-year, grant-funded position with the possibility of extension and expansion, dependent upon continued funding. Expected start date is October 2022.

**Description:** Reporting to the Executive Director, and working under the direct supervision of the Connecticut Collections Project Manager, the Connecticut Collections Project Assistant will be responsible for helping coordinate, manage, and ensure the day-to-day operations of Connecticut Collections (CTCo), CLHO's collections management and public portal project. The CTCo Project Assistant will engage with existing and prospective users of the system, liaise with our software partners at Whirl-i-Gig and our digital preservation partners at the Connecticut Digital Archive, and carry out the necessary outreach and training with organizations and individuals in CLHO's orbit in order to grow and strengthen the project's user base and ensure its financial sustainability. The CTCo Project Assistant will work with the CTCo Project Manager, the Executive Director, and the Membership and Programs Manager to understand the collections-management needs and challenges of the history and museum community in Connecticut, and develop strategies, training opportunities, and support efforts that address those needs. Alongside the CTCo Project Manager,

the CTCo Project Assistant will be a point of contact and public face for Connecticut Collections, as well as a liaison with other digital initiatives around the state and beyond.

### **Duties and Responsibilities:**

- Oversee and manage the daily operations of the Connecticut Collections system
- Serve as a point of contact for system users, respond to user inquiries, and provide guidance and support to the user community as needed
- Build and maintain positive relationships with CTCo users and prospective users, and develop and execute a dynamic outreach plan for engaging system users and fostering a supportive user community through varied communications (phone, email, online forums, virtual programs, personal outreach, site visits, etc.)
- Work with staff at Whirl-i-Gig and the Connecticut Digital Archive to ensure the smooth functioning of the database and its software connections, and address issues as they arise
- Support the sustainability and growth of Connecticut Collections by recruiting new users, publicizing the system and its benefits, conducting virtual and in-person information sessions, responding to inquiries from prospective users, maintaining a list of and contact with interested organizations, and identifying prospects
- Work with the CTCo Project Manager and our organizational partners to effectively promote CTCo programs to a wide and diverse audience
- Develop strategies for increasing the CTCo project's value and revenue
- Advise existing, new, and prospective users on data, collections, and digitization best practices, and offer support and assistance as appropriate
- Maintain and update the CTCo user manual and other relevant resources on a regular basis and in response to software changes and user needs
- Develop and implement a regular schedule of engaging and responsive system training, including group, one-on-one, virtual, and recorded sessions, as well as standalone videos, to support ongoing learning within the user community
- Travel as needed to offer direct support and training to users and organizations, recruit new users, conduct information and training sessions, and assess organizational needs
- Help craft collateral materials to publicize and market the system
- Update and maintain the CTCo sections of the CLHO website to better represent and market the project, and undertake redesign/creation of website areas as needed
- Represent CTCo and CLHO at programs, public events, meetings, or conferences as needed
- Attend regular meetings with CLHO staff, including the Executive Director, CTCo Project Manager, CTCo Committee chair, and CTCo Advisory Committee
- Attend meetings of the CTCo Advisory Committee, as well as meetings pertaining to the CTDA, statewide digital initiatives, CTCo grant projects, and other CTCo-related efforts
- Communicate with other CTCo-like projects in other states and provinces
- Help maintain CTCo-related content on CLHO's YouTube channel
- Participate in CLHO events as needed, including the Annual Conference in June

This position requires communication among staff, board members, members, partners, and the public. Understanding these relationships is critical, and excellent communication skills are required.

The Connecticut Collections Project Assistant may also perform other duties as assigned. They may be required to stand or remain in a stationary position for extended periods of time, lift and move up to 25 pounds, and ascend and descend stairs. Reasonable accommodations may be made for persons with disabilities to perform duties essential to the position.

**Our ideal candidate will have:**

- Excellent organizational skills
- Excellent written, and verbal communication skills
- Excellent interpersonal skills, and a friendly and helpful phone and email manner
- A bachelor's degree or equivalent life and professional experience; an advanced degree in a related field is welcome but not required
- At least 2–3 years' experience working successfully in a nonprofit setting, preferably a library, archive, museum, history institution, or other cultural heritage organization
- At least one year of experience managing a cultural heritage collection
- Proficiency with standards and best practices for library, archival, and digital collections, cataloguing, and preservation; MLIS a plus but not necessary
- An understanding of museum collections standards and best practices
- Familiarity with the needs of museums, libraries, archives, history organizations of all sizes, and other cultural institutions, and creative ideas about how to meet them
- Experience offering technical support and training
- Strong computer skills, including familiarity and comfort working with collections management and digital asset management systems, both front- and back-end, as well as MS Office Suite and Google Workspace, Zoom, website editing/content management systems, graphic design programs, and email and social media management tools. Programming experience is a plus, but not necessary.
- Experience working with diverse communities, peoples, and organizations, and a strong desire to support diversity, equity, inclusion, and access efforts at CLHO and among our member institutions
- A passion for museums, history, and the humanities, and the ability to articulate the value of the League and CTCO to current and prospective members, and of cultural heritage organizations to our state's community and economy
- The ability to work a flexible schedule, both in-office and remote, and to travel to member organizations for programs and site visits, including occasional morning, evening, and weekend responsibilities
- A valid driver's license

**Words and phrases that describe you:** You are an excellent communicator, highly organized and efficient, detail-oriented, self-motivated and goal-oriented, able to work independently and as part of a small team. You enjoy meeting and talking with people and are a good listener. You like to solve problems and are patient when assisting people. You have a passion for library, archival, and museum collections, both tangible and digital, and a commitment to making them more accessible. You have an appreciation and understanding of data and collections management tools, and you can communicate effectively with people at different levels of knowledge and understanding. Your eyes light up at a good spreadsheet; you might be a bit of a data nerd. You are excited about digital initiatives and want to be part of larger conversations about the future of digital collections in Connecticut.

CLHO is committed to workplace diversity and seeks candidates who represent the diversity of Connecticut, including but not limited to race, ethnicity, indigeneity, gender, sexual orientation, age, disability, cultural background, and socioeconomic stratum. We follow federal and state laws and are an equal opportunity employer.

**How to apply:** Please indicate your interest with a cover letter and resume. In your cover letter, please tell us why you are the ideal candidate for this position and how your values are aligned with those of the Connecticut League. Send your application materials to Amrys O. Williams, Executive Director, at [director@clho.org](mailto:director@clho.org), with the subject line “CTCo Project Assistant.”

**Deadline:** 6 September 2022

**Questions:** Please contact Amrys O. Williams, Executive Director, at [director@clho.org](mailto:director@clho.org).