



## The Herbert H. and Grace A. Dow Foundation

**Title:** History Assistant

Supervisor(s): Historian

Employment Type: Part Time, up to 18 hours per week.

Compensation: Commensurate with experience.

Application: Please submit a cover letter, resume, and three references (including email addresses).

Mail to: Samantha Engel, Historian

1018 W. Main Street

Midland, MI 48640

engel@dowgardens.org

### Position Summary

The Herbert H. and Grace A. Dow Foundation is seeking a collections assistant to assist the Historian in the management of the Dow family archives and The Pines, the home of Herbert H. and Grace A. Dow.

The History Assistant will be responsible for the proper handling, storing, cleaning, displaying and cataloging of artifacts in The Pines. Additionally, the job will also require work in the archives transcribing and organizing the Dow family papers. This person will also work with the Historian to create, install, and remove temporary exhibits in the Visitors Center and The Pines and setting up for and managing programs, including tours, in The Pines.

### Minimum Requirements:

- Minimum two years college-level courses in a program related to history, art history, museum studies, anthropology, public history, or a related field
- Previous experience (paid or unpaid) with museums or archival collections
- Excellent interpersonal skills and the ability to work as part of a team, within the department and with the greater Dow Gardens staff
- Excellent written and oral communication skills
- Analytical, accurate, and meticulous work records
- Knowledge of PastPerfect collections management software
- Ability to speak in front of visitors on guided tours

### Preferred Requirements:

- Advanced certificate or degree in history, art history, museum studies, anthropology, or a related field.
- Proficient with PastPerfect collections management software
- Knowledge of digital collections standards and best practices
- Knowledge of archival and museum cataloging standards and best practices

### About The Herbert H. and Grace A. Dow Foundation

The Foundation was established by Grace A. Dow in 1936 in memory of her husband, Dr. Herbert H. Dow, founder of The Dow Chemical Company. The Trust Agreement specifies that the income of the trust is to be used "for religious, charitable, scientific, literary, or educational purposes for the public benefaction of the inhabitants of the said City of Midland and of the people of the State of Michigan."