

Museum Technician (NPS, Lake Mead National Recreation Area)

Great Basin Institute (GBI) seeks to hire a Museum Technician to join the Cultural Resources Services (CRS) Program and work cooperatively with the National Park Service, Lake Mead National Recreation Area's Cultural Resource Program. The Museum Technician will work under the direction of the Cultural Resource Program Manager, Curator, and Museum Specialist to assist with the implementation and usability of the Historic Photograph Collection in addition to assisting with other Museum Program projects and tasks. The Museum Technician's primary responsibilities/duties include, but may not be limited to the following:

- Performs duties in support of the Historic Photograph Scanning Project including handling, digitizing, documenting, cataloging and preparing digital scans for upload to the National Park Service's online repository, NPGallery (NPS's digital asset management system).
- Assists in overseeing the work of volunteers, providing training on proper museum/handling techniques and procedures, and documenting volunteer tasks and hours log.
- Assists with collection-related research requests in an efficient and timely manner.
- Creates 508-compliant website content associated with the museum collection or museum projects for the park website, social media posts, and cultural newsletter.
- Assists with Housekeeping tasks in accordance with the Museum Housekeeping Plan including Insect Pest Management (IPM) and environmental monitoring.
- Assists with annual inventory of collections.
- Make presentations to park staff, public gatherings, or professional meetings as necessary or assigned.
- Opportunity for cross-training/experiences with archeology, natural resources, and other park staff.
- Communicates and interacts with external stakeholders as needed – including the public, other federal agencies, and Tribal members

Compensation & Benefits:

Wage: \$23/hour

Benefits:

- Health, Dental, Vision Insurance premiums are covered 100% by GBI. Available on the first day of the month following the start of employment.
- \$25,000 Basic Life & AD&D insurance at no cost;
- Competitive PTO accrual and paid holidays;
- Eligible for 401(k) retirement savings with up to 4% GBI match;
- Access to Pro Deals;

Housing:

- Housing Stipend: \$150/week (added to biweekly paycheck)
- Park housing is not available

Timeline:

- 52-week appointment beginning summer/fall 2026
- Possibility of extension pending funding availability and performance
- Full time, 40 hours/week

Location:

This Research Associate position will be based out of Boulder City, Nevada where the Lake Mead National Recreation Area Headquarters is located. It is a 20-minute drive from the city of Henderson which lies on the outskirts of Las Vegas. Lake Mead National Recreation Area encompasses 1.5 million acres in southern Nevada and northwestern Arizona, in the transition of the Mojave and Sonoran Deserts, including mountains, canyons, valleys, and two vast lakes. It hosts 7.5 million visitors per year. From the mouth of the Grand Canyon, the park follows the Arizona-Nevada border along what was formerly 140 miles of the Colorado River. Opportunities for recreation abound.

Qualifications:

- Degree in museum studies or related field;
- Minimum 6 months of experience in museum collections and archives, including knowledge of proper handling and storage.
- Experience cataloging a variety of museum objects using professional standards, including both cultural and natural history collections.
- Experience operating a museum collections database, TMS and MCMS experience preferred
- Self-motivated and detail-oriented, possessing strong organizational skills to effectively plan and complete projects independently.
- Ability to effectively communicate orally and in writing with a diverse audience, including co-workers, members of the public, and agency personnel;
- Intermediate or higher skills using Microsoft Word and Excel, with ability to manually enter, manage, manipulate, and graphically display data;
- Flexibility to handle competing and changing priorities with a positive attitude;
- Ability to work productively, consistently, and independently or cooperatively as part of a team to accomplish mutual goals;
- Ability to complete activities involving prolonged periods of deskwork, lifting and moving heavy items weighing 50 pounds or more, and regularly walking/driving between curation and other facilities;
- Possess a valid, clean state-issued driver's license; and
- Willingness and ability to consistently enact high performance standards and a strong work and team ethic in support of the goals and objectives of the position and the mission of GBI.

The successful applicant must complete a Department of Interior Background Investigation or submit paperwork to NPS human resources indicating an active and fully adjudicated BI has already been completed prior to beginning this position.

TO APPLY

Please submit an up-to-date resume, a one-page cover letter that details your interest in the position, and any qualifications not fully outlined in your resume, and contact information for three professional references. Qualified applicants will be contacted to schedule an interview. For questions regarding this position, please contact azoellner@gbinstitute.org

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the organization's ongoing needs. *All offers of employment are contingent upon the successful completion of a pre-employment background check.*

Disclaimer: Although the organization has attempted to accurately and thoroughly describe this position, GBI reserves the right to change the same, including to change, add to or subtract from the duties outlined, within the sole discretion of the organization, at any time, with or without advance notice.