



OLD BARRACKS MUSEUM

As we approach the 250th anniversary of American independence and the Battles of Trenton in 2026, the Old Barracks Museum (OBM) in Trenton, New Jersey is looking for a part-time Archivist to help organize and prepare our archival and library collections for use in our renewed exhibition and research programs.

For over a century, the OBM has focused on preserving the stories and objects of the eighteenth-century Barracks and the Battles of Trenton. While we will continue to expand our understanding of the Barracks' military history, we are widening our story to reflect our 19th- and early 20th-century history, including a focus on the women who originally preserved and interpreted Barracks. The Archivist position is a new one for the organization and will help the museum organize, understand, and utilize its growing archival and library collections, including the recently acquired Donald Londahl-Smidt Research Collection, and help integrate the archival collections into the museum's research, exhibition, and programmatic pursuits.

The Old Barracks Museum, an AAM accredited historic site, preserves the history of this iconic building, including its place in the French and Indian War, the American Revolution, and early historic preservation efforts. We offer daily interpretation of the site, unique programming, exhibitions, and a full calendar of special events. We welcome over 12,000 school children a year from every county in the State, and visitors from across the state and around the world.

Archivist (PT), Old Barracks Museum

Job Description

The Archivist is a part-time position responsible for the administration and oversight of the Old Barracks Museum's archival and library collections, which includes conducting provenance and content research, providing physical and digital access, and contributing to the museum's exhibition and interpretive projects. The Archivist works under the supervision of the Curator to achieve their responsibilities and goals.

Responsibilities of the Archivist

- Manage and maintain proper storage procedures and conditions for the museum's archival collection.
- Inventory, organize, and rehouse collections.
- Assist with donations and purchases of relevant items for the collection and catalog new acquisitions.
- Help maintain collection documentation in physical files and in the Re:Discovery database.

- Conduct provenance and content research for archival and library collections.
- Transcribe and annotate manuscripts for access and publication.
- Contribute to physical and digital exhibits.
- Identify preservation projects and assist the Curator and the Development Manager in writing relevant grants to accomplish those projects.
- Oversee and manage the use of grant funds in conjunction with Assistant Director, Curator, CFO, and Development Manager.
- Network and partner with other archival professionals and groups on archival projects.
- Assist with events throughout the year as necessary.
- Perform other duties as assigned.

Qualifications

- Bachelor's Degree in archival practice, museum studies, American culture, American history, or related field.
- One to two years' experience in archival, museum, or collections management.
- Able to alternate between working collegially and independently.
- Able to work with external colleagues and the general public.
- Able to oversee concurrent projects and supervise auxiliary staff.
- Must be able to read early handwriting and cursive.
- German language skills are a plus.
- Excellent communication (written and oral), organizational, and problem-solving skills.
- Able to lift 50 pounds.

Salary & Benefits

- 24 hours per week, Monday through Friday and special events as needed
- Salary range \$21.50–\$24.00 per hour and retirement benefits.
- Paid time off and holidays

Please send your resumé and cover letter to Mark A. Turdo, Assistant Director of Interpretation & Curation at mturdo@barracks.org.