

## C&O Canal Trust Position Description

<b>TITLE:</b>	Museum and Archives Technician
<b>REPORTS TO:</b>	Cultural Resources Program Manager at the C&O Canal National Historical Park
<b>LOCATION:</b>	<b>On-site</b> , in office at C&O Canal National Historical Park headquarters in Williamsport, MD.
<b>DURATION:</b>	One-year, term-limited contract with the possibility to extend on an annual basis for a total of three, one-year terms
<b>HOURS:</b>	Full-time Contract, 40 hours per week



### Overview

**Are you ready to help protect the largest national park in the Washington, D.C. region?** Stretching 184.5 miles from Washington, DC, to Cumberland, MD, the Chesapeake & Ohio Canal National Historical Park (C&O Canal) welcomes roughly five million visitors annually, often surpassing the visitation of icons like Yellowstone and Yosemite. As an almost entirely fee-free park, it is one of the most accessible and beloved resources in the nation for recreation, exercise, and the enjoyment of history and nature.

The **C&O Canal Trust** is the official nonprofit philanthropic partner to the **C&O Canal**. For nearly 20 years, we have worked in partnership with the National Park Service to raise essential funds and manage programs to preserve and enhance the park's natural, historical, and recreational resources for future generations. Driven by the generosity of individuals, foundations, corporations, and community partners, we have granted nearly \$2 million to the park to support education, conservation, and preservation efforts since our inception in 2007.

We are a passionate team driven by a love for the outdoors, the park's deep cultural and historical significance, and public service. Join us as we continue to grow our organization, expand our work, and deepen our connection with those who love the park.

### The Position

The **Museum and Archives Technician** will assist the C&O Canal's Museum Curator in managing a collection of approximately **170,000 items**.

The C&O Canal preserves and interprets the story of the Chesapeake and Ohio Canal, one of the 19th century's most significant engineering achievements. Constructed between 1828 and 1850, the canal runs 184.5 miles from Georgetown in Washington, D.C., to Cumberland, Maryland, passing through urban neighborhoods, small towns, farmland, and undeveloped landscapes.

The position will work primarily with the **C&O Canal's Cultural Resources collection**, which includes:

- **Archival materials**, including historic documents, photographs, negatives, glass slides, audiovisual recordings, and maps
- **Cultural history objects** ranging from mule tack and canal boat equipment to household goods dating from the canal's operational era
- **Archeological artifacts** representing over 12,000 years of human history
- **Research reports and written documentation** associated with the collections

The C&O Canal also maintains a growing Natural History collection (including geology, paleontology, biology, and an expanding botany repository).

All work follows National Park Service standards outlined in the **NPS Museum Handbook, Vols. I– III**, American Alliance of Museums standards, and applicable federal policies. The position reports to the C&O Canal Cultural Resources Program Manager, with the Museum Curator serving as the onsite technical advisor.

### **Primary Duties**

- Assess, arrange, process, catalog, and store archival materials; prepare finding aids
- Distinguish and separate materials that fall under Records Management and not museum archives
- Conduct cleanup and reconciliation of data migrated to the newly implemented Collections Management System (CMS)
- Resolve legacy cataloging issues, including vocabulary consistency, terminology accuracy, and spelling
- Assist with image file management, metadata creation, and migration to the new Digital Asset Management System (DAMS)
- Identify, catalog, and properly rehouse archeological documentation
- Process uncataloged museum objects and enter new records into the CMS
- Digitize museum objects through photography, scanning, and metadata application
- Participate in cross-divisional teams to support online exhibit development
- Conduct annual inventory of museum collections
- Perform basic conservation and integrated pest management duties
- Follow all safety protocols and environmental monitoring procedures
- Other duties as assigned, based on park needs and the technician's expertise

### **Required Qualifications**

- B.A. in museum studies, archival or library studies, history, or a related field required; M.A. preferred
- Demonstrated experience with museum cataloging, digital collections management, or database-based documentation
- Demonstrated knowledge of museum standards and ethics related to collections documentation and cataloging
- Strong computer skills, including proficiency in Microsoft Excel, database use, metadata creation, and digital imaging
- Understanding of controlled vocabularies
- Exceptional organizational skills and attention to detail
- Ability to collaborate effectively while also managing independent tasks
- Ability to sit for extended periods for data entry and cataloging
- Ability to lift and move boxes up to 30 pounds

- Valid driver's license and ability to drive in diverse environments, including highways, crowded urban streets, and rural road
- Excellent interpersonal and communication skills

### **Preferred Qualifications**

- Proficiency with collections management systems, such as Re:Discovery Proficio or Gallery Systems TMS
- Familiarity with PastPerfect, ArchivesSpace, or similar collections management tool is also valuable

### **Physical Demands and Safety**

The majority of work is performed in an indoor office environment. Outside activities will occur with conditions varying by location and environment. You must be able to operate normal office equipment and be proficient with Microsoft 365.

### **Travel**

The main work location will be at the C&O Canal National Historical Park's headquarters in Williamsport, Maryland. Some travel to the Museum Resource Center in North Englewood, Maryland, and some locations throughout the park will be required. The C&O Canal includes 184.5 miles along the Potomac River and touches many communities. Mileage reimbursements are offered.

### **Compensation**

Compensation for this full-time contracted position is \$27.50/hour (\$57,200 per year) based on experience and the ability to meet the required responsibilities. The contractor shall be responsible for all federal, state, and local taxes associated with compensation received. This contract is a one-year, term-limited position, with the potential to extend on an annual basis up for a total of three, one-year terms.

### **Leave and Holidays**

The contractor shall be eligible for the following leave:

- **Paid Leave:** A total of ten (10) days of paid leave per year, to be used for vacation, personal time, or illness, subject to approval and scheduling needs.
- **Holidays:** The contractor will observe Trust-recognized federal holidays. These holidays will be paid and do not count against the paid leave balance.

### **Equal Employment Opportunity**

The C&O Canal Trust is committed to providing equal employment opportunity for all persons regardless of race, color, religion, national origin, marital status, political affiliation, sexual orientation or gender identity, disability, sex, or age.

### **To Apply**

For priority consideration, please submit the following application materials to [jobs@canaltrust.org](mailto:jobs@canaltrust.org) by Friday, May 22, 2026:

- **Statement of interest** (up to 1,000 words) describing your interest in museum and archival work and your qualifications
- **Resume** including educational background, professional experience, and relevant skills
- **Contact information for three professional references**

Applications will be accepted until the position is filled. To learn more about the C&O Canal Trust, visit [www.canaltrust.org](http://www.canaltrust.org).