



Position Title: Research Fellow (Graduate, Undergraduate, Recent Graduates Fellowship)  
Dept.: Curatorial and Collections  
Reports to: Curator / Senior Manager of Collections  
Supervises: n/a  
FLSA: Part-time; Non-exempt  
Duration: Three positions available (300 hours each, for 10-15 weeks), Spring and/or Summer Semester 2025 (start/end dates negotiable)

### **Organizational Background**

Often described as one of the best museums in Kansas City, T/m is striving to reach new audiences to share the world's largest collection of fine-scale miniatures and the largest collection of antique toys on public display. T/m's mission is to educate, inspire, and delight adults and children through the museum's collection and preservation of toys and miniatures. For more information, click [here](#).

### **Job Purpose**

The Research Fellows will play an integral part in a project funded by the Institute of Museum and Library Services to make the T/m collection more accessible in digital format. Working with existing collection records in PastPerfect Web Edition, the Research Fellow is responsible for conducting more in-depth investigation to enhance the interpretation of the collection. This includes drafting object ID labels and narrative/didactic text for review by the curatorial team.

### ***To meet these responsibilities, the Research Fellow performs the following:***

- Reviews digital assets on T/m's server and physical assets located onsite to find and consolidate information into the PastPerfect records.
- Performs scholarly research using academic resources available through University of Missouri – Kansas City (UMKC), including academic databases and library resources.
- Interviews donors, artists, or other individuals for stories about the objects and works of art.
- Drafts object ID labels and narrative/didactic text to be added to T/m's digital catalog.
- Creates alternative text (Alt-text) for collection images.
- Follows established collections care standards when handling objects.
- Other duties as assigned.

### **Minimum Qualifications:**

- A Bachelor's degree or a currently enrolled upper-level undergraduate student in museum studies, history, art history, or related field;
- Demonstrated object-based research skills.

### **Preferred Qualifications:**

- Demonstrated experience with collections management software, preferably PastPerfect;
- Ability to perform independently, with minimal supervision, but also able to work effectively in teams;
- Ability to communicate clearly both verbally and in writing;
- Currently enrolled graduate student or recent graduate within three years of earning a B.A. or M.A.

**Attributes:**

- Enthusiasm for the museum and its subject matter;
- Professional demeanor and appearance;
- High level of demonstrated personal accountability;
- Consistency and thoroughness;
- Flexibility and adaptability;
- Demonstrates high level of emotional intelligence.

**To Apply:**

Submit a cover letter, CV/resume, and three references to [mckunea@toyandminiaturemuseum.org](mailto:mckunea@toyandminiaturemuseum.org). A first review of applications will occur on November 11, 2024, for Spring positions and on February 24, 2025, for Summer positions.

**Location**

The researcher will be working at T/m's primary location at 5235 Oak Street, Kansas City, MO 64114. There is an option for occasional remote work.

**Salary and Benefits**

Hourly rate is \$15.00/hr. This position is not benefit eligible.

Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, or any other status protected by applicable state or federal law. This policy shall not be interpreted in such a manner as to violate the legal rights of religious organizations or the recruiting rights of military organizations associated with the Armed Forces or the Department of Homeland Security of the United States of America. For more information, call the Vice Chancellor - Human Resources at 816-235-1621.

Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of this job. If you believe you may have difficulty performing any of the duties or functions of this job, please contact the Office of Affirmative Action at (816) 235-1323.

**EEO IS THE LAW**