Collections Manager and Archivist, Beth Ahabah Museum & Archives

Beth Ahabah is the 6th oldest Jewish congregation in the United States. This position is responsible for overseeing the collection including the preservation of artifacts and archives and designing exhibitions related to Jewish history and culture, with a particular emphasis on the Jewish community of Richmond, Virginia.

This is a part-time hourly position requiring 25 hours per week as part of a small staff. Museum hours of operation are 10am to 3pm Sunday through Thursday.

Key Responsibilities:

Collection Management: Oversee and perform functions related to the accessioning and deaccessioning, cataloging, and preservation of artifacts, documents, photographs, and other materials related to Jewish families, history, and culture in Richmond, Virginia.

Archival Management: Oversee and perform functions related to the collection and preservation of documents including, accessioning and deaccessioning, and conducting and facilitating research upon request by the public or Congregation. Support documenting information for collections, exhibitions, and education programming.

Exhibitions: Be part of a team that designs and implements – with the assistance from an exhibition consultant and the executive director – engaging and educational exhibitions that highlight the Jewish experience in Richmond.

Education: Coordinate and design educational opportunities with the Religious School to coincide with topics in the curriculum.

Digitization: Scan and digitize documents from the archives and collections for preservation purposes and with the intent that digitized documents will be accessible online for research and viewing worldwide.

Administration: Manage the records and research for the Hebrew Cemetery in Richmond, Virginia, coordinate acknowledgement of tributes, memorials and contributions to our donors and supporters. Master Past Perfect software system to track and manage the collection.

Additional tasks will include to assist with the general operational tasks including record keeping, financial matters, museum and sanctuary tours, and other duties as assigned.