



Contract Collections Technician

Job Description:

The New Mexico Museum of Art, located in Santa Fe, New Mexico, is seeking a contract Collections Technician to assist with the inventory and move of collections. The Collections Technician is a grant-funded position expected to run through August of 2024. This is an onsite project.

Under the supervision of the Museum's collection staff, the Collections Technician will assist the Collections Manager and Assistant Registrar with the inventory, digitization, and relocation of approximately 6,500 photographs and 300 contemporary artworks. The Collections Technician will report to the Head of Registration and Collections and will have ongoing interactions with all Museum staff.

Duties include:

- Update and maintain collections management database records
- Upload images into database
- Identify condition issues and document for future conservation
- Locate, pull, and inventory photographs, paintings, and sculpture
- Record dimensions, inscriptions, signatures, and markings
- Assist photographer by providing lists and cross-reference for accurate record keeping
- Provide quality control for data entry information being updated into database
- Rehouse artworks and record location updates
- Pack and unpack artworks before and after transport
- Create up-to-date inventory lists
- Create statistical reports
- Order supplies

Qualifications:

Graduation from an accredited institution with a minimum of an associate degree in Art History, Museum Studies, Museology, Conversation Science, Anthropology, History or other related field, and two (2) years supervised experience working with museum artifacts and/or collections.

Ideal Candidate:

- Experience with museum collections management databases, preferably The Museum System (TMS)
- High level of organization
- Ability to accurately complete projects under a strict deadline
- Ability to work collaboratively in a team environment
- Basic knowledge of museum cataloging, photography, rehousing, and data entry standards
- Experience with collections moves

Working Conditions/Physical Requirements:

The position requires an ability to sit, stand, walk and use a computer for extended periods: up to 2/3 of the time. The person must also have the ability to lift up to 40 lbs. and carry at least 20 feet, and to stoop, reach, kneel, crouch, push, pull, climb, grasp and balance up to 1/3 of the time.

Pay Rate: \$20.00 an hour. Successful candidate will be responsible for all applicable taxes.

Employment Type: This a non-benefitted contract position. Scheduled hours are Monday through Friday between 8:00 AM – 5:00 PM; hours worked will range from 20-40 per week based on project needs; relocation expenses will not be provided.

To Apply:

Interested candidates must apply electronically. Please submit a letter of interest, resume, and the contact information of three professional references. Materials should be addressed to:

Ruth LaNore, Head of Registration and Collections at Ruth.LaNore@state.nm.us