



**Job Title:** Museum Collections Student Worker

**Hours per week:** 20

**Number of positions:** 4

**Length of Employment:** January 21, 2020 – May 15, 2020  
(Financial Aid eligibility must be met every semester)

**Pay rate:** \$8.00

**Supervisor Name:** Tatiana Lomahaftewa-Singer

**Method of Contact:** Curator of Collections

**Department Name & Code:** 4271-03

**Location:** IAIA Campus, Sci & Tech Building,  
Museum Collections Department, Rm. 110

**Classification:** Federal/State or Institutional Work-Study

**Employer Name/Address:** IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

**Purpose/Role:** Provide support for the care, protection, and maintenance of the IAIA museum's art collection.

**Job Description/Responsibilities:** Assist Collections Staff in the day-to-day operations of the museum collections department. Some duties may include the following: object cataloguing, inventory, condition reporting, artwork handling, filing, database entry, assist with exhibit installations, and programs. The IAIA Student must adhere to appropriate professional standards of conduct and ethics, including confidentiality, integrity, and honesty; follow directives, adapt to changing work environment; cooperate and work respectfully with others; participate in meetings as required.

**General Qualifications:** Some prior experience working in a museum, gallery or a collection or completed entry level Museum Studies courses in collection care and management. Experience with handling works of art, attention to detail and understanding of contemporary works of art a plus. This job description does not list all of the duties of the job. You may be asked by a supervisor or manager to perform other assignments or duties. Management has the right to revise this job description.

**Evaluation Procedure(s) and Schedule:** Work-Study Performance Evaluation form provided in IAIA Work-Study Manual for Students (page 14).