Job Title:	**Collection Student Worker**
Hours per week:	20
Number of positions:	3
Length of Employment:	August 15-December 09, 2022
	(Academic progress <u>must</u> be met every semester to continue)
Pay rate:	$11.50/hr
Supervisor:	**Tatiana Lomahaftewa-Singer,** Curator of Collections
Contact:	tlomahaftewa-singer@iaia.edu; (505) 428-5899
Department Name & Code:	Indigeneity Strengthened, 4234
Location:	IAIA Campus, Barbara and Robert Ells Science & Technology building, MoCNA Collections Storage
Classification:	Institutional Work-Study
Employer Name/Address:	83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role:
The Collection Student Workers provide support to the care, protection, and maintenance of the IAIA Museum of Contemporary Native Arts permanent collection.

Job Description/Responsibilities/Abilities:
Assists MoCNA's Collection Department in the day-to-day operations of managing and working in the museum collection's art storage housed on the IAIA campus. Duties involve handling works of art, cataloguing, condition reporting, filing, database entry, and housekeeping. Student workers must adhere to appropriate professional standards of conduct and ethics, including confidentiality, integrity, honesty, follow directives, adapt to changing work environments, cooperate and work respectfully with others.

General Qualifications:
- Art handling experience preferred
- Attention to detail
- Knowledge of contemporary art a plus
- Flexible, ready for change
- Some prior experience working in a museum, gallery, or art collection or completed entry level Museum Studies courses in Collections Care and Management desired
- Ability to work with limited supervision and often independently

Background Check: Students who reside off-campus are required to have a Background Check done. The fee for this process is paid for by the hiring department.

Evaluation Procedure(s) and Schedule: Work-Study Performance Evaluation form provided in IAIA Work-Study Manual for Students (page 14). See: iaia.edu/student-success-center/student-employment/