



**Job Title:** Collections Assistant  
**Hours per week:** 20  
**Number of positions:** 3  
**Length of Employment:** January 17 – May 12, 2023  
(Academic progress must be met every semester to continue)

**Pay rate:** \$11.50 /hr  
**Supervisor:** Tatiana Lomahaftewa-Singer, Curator of Collections  
**Contact:** [tlomahaftewa-singer@iaia.edu](mailto:tlomahaftewa-singer@iaia.edu) / [katherine.barry@iaia.edu](mailto:katherine.barry@iaia.edu)  
**Department Name & Code:** Mellon Grant 4234  
**Location:** IAIA Campus, S&T bldg, Museum Collection Storage  
**Classification:** Institutional Work-Study  
**Employer Name/Address:** IAIA / 83 Avan Nu Po Road, Santa Fe, NM 87508

**Purpose/Role:**

Collection Student Workers provide support to the care, protection, and maintenance of the Institute's Museum art collection.

**Job Description/Responsibilities/Abilities:**

Assists with museum collection's staff 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
- Ability to work independently
- Flexible, ready for change
- Some prior experience working in a museum, gallery, or art collection desired
- Working with database programs a plus
- Completed entry level Museum Studies courses in Collections Care and Management desired

**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/](http://iaia.edu/student-success-center/student-employment/)