

Job Title: Museum Collections Student Worker

Classification: Federal/State Work Study or Institutional Work Study (Student Worker)

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

Department Name & Department Code: Museum Collections, 4271-03

Location: Museum Collections Storage, Barbara & Robert Ells Science & Technology Building

Supervisor Name: Tatiana Lomahaftewa-Singer, Curator of Collections

Purpose/Role of the Student's Position within the Organization: Provide support to the care, protection and maintenance of the Institute's collection for research and study by the IAIA Community and outside researchers.

Job Duties/Responsibilities & Relationship to Purpose/Role: Assist Museum staff in the day-to-day operations of managing and working in the museum and collections storage. Some duties may include the following: object cataloguing, condition reporting, handling works of art, filing, database entry, 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.

Pay Rate: \$7.50 (IAIA Work Study Manual for Students, page 7); Monday – Thursday 9am-5pm

General Qualifications: Prior experience working in a museum, gallery or a collection or completed entry level Museum Studies courses in collections 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 supervisor or manager to perform other assignments or duties. Management has the right to revise this job description:

Length of Employment: August 15, 2016 thru December 9, 2016 (Fall)

Evaluation Procedure(s) and Schedule: Performance Evaluation form provided in IAIA Work Study Manual for Students (page 11).