



Job Title: Museum Collections Student Inventory Worker
Hours per week: 20
Number of positions: 4
Length of Employment: **FEBRUARY 4 – MAY 17, 2019**
(Note: Financial Aid eligibility must be met every semester)

Pay rate: \$8.00
Work scheduled will be during regular business hours
Monday – Friday between 9am-5pm

Supervisor Names: Tatiana Lomahaftewa-Singer, Curator of Collections
Eric Wimmer, Collections Registrar

Department Name & Code: IAIA Museum Collections Department 4271-03
Location: Barbara & Robert Ells Science & Technology Building, IAIA Campus
Classification: Institutional Student Worker or Federal/State Work-Study if applicable
Employer Name/Address: IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role: 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 Description/Responsibilities: Conduct inventory of the permanent collection through handling and registration of each object in the collection. Students will work in teams of two. The inventory project will be physical including standing or sitting during long periods of time.

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: Preferred candidates are individuals with some prior experience working in a museum, gallery or a collection or completed entry level Museum Studies courses in collections care including experience with handling works of art. 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.

Interested students must arrange an interview to be considered for the position with Tatiana Lomahaftewa-Singer, Collections Curator at tlomahaftewa-singer@iaia.edu. Candidates will be notified of hiring decisions by email.

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