



MINNESOTA
MUSEUM of
AMERICAN ART

Collections Assistant (Part-time) Minnesota Museum of American Art

Mission: *The Minnesota Museum of American Art inspires people to discover themselves and their communities through American art.*

Description: The Minnesota Museum of American Art (the M) is in an exciting, transformational time as we work towards opening a new art museum in late 2018. The M seeks a detail-oriented, self-starting, and flexible individual with strong work ethic to assume the role of Collections Assistant. The Collections Assistant works under the supervision of the Registrar to maintain and care for the collection, but is also expected to perform many daily tasks independently.

We know there are great candidates who may not fit into the criteria we've outlined below, or who have important skills we haven't thought of. If that's you, don't hesitate to apply and tell us about yourself.

Work Environment & Schedule: Must be able to successfully work both independently and collaboratively in a mix of storage and office settings. Work schedule is within the Monday through Friday work week, but may require occasional work on evenings and weekends, based on museum needs and event schedules. This position is usually situated at the M's offsite storage facility, an environment that is cooler than a typical office setting. Long periods of standing, moving, or sitting; occasionally lifting and/or moving up to 25 pounds; occasionally required to climb or balance, stoop, kneel, or crouch. Reasonable accommodations may be made.

Specific Responsibilities:

- Classifies and physically numbers museum artworks.
- Performs data entry and filing of donor recognition letters, deeds of gifts, catalog records, and other object documentation.
- Assists with storage of collections through handling, accessing, locating, and rehousing of artworks both physically and in files, physical and digital.
- Data entry and maintenance of the collections database.
- Undertakes research related to the care of objects, including handling, storage care, and box-making.
- Supports Integrated Pest Management procedures.
- Assists with routine building inspections.
- Other duties as assigned.

Qualifications:

- Bachelor's degree OR equivalent experience in collections care.
- Excellent focus and attention to detail.
- Able to successfully manage multiple projects independently and seek direction as needed.
- Exceptional communication skills, excellent judgment, discretion, and the desire and ability to work as part of a small and dedicated team.
- Experience in a museum setting and/or with professional object-handling desired.

How to Apply: Submit cover letter and resume via email to Jennifer Hensley, Director of Operations, at jhensley@mmaa.org.

Salary will be determined based upon experience, in the range of \$15,200 to \$18,200, and is part-time (approximately 15-20 hours a week), therefore not eligible for benefits.

Application deadline: Sunday, August 12, 2018; anticipated start date in early September.

The M is committed to building a culture focused on inclusivity, diversity, equity, and accessibility and strives to exemplify the richness of difference, and the equitable inclusion of it, throughout the organizational culture and within its practices. Affirmative Action, Equal Opportunity Employer.