



MUSEUM of NORTHERN ARIZONA

Celebrating the Colorado Plateau

A National Medal winner, the Museum of Northern Arizona (MNA) has been celebrating the Colorado Plateau's natural and cultural heritage since 1928. Our 200-acre research campus includes a Museum showcasing the geology, anthropology and art of the region as well as state of the art research and collections facilities. MNA's renowned and award-winning Heritage Festivals of Arts & Culture (Zuni, Hopi, Navajo, and Celebraciones) draw thousands of national and international visitors. The Museum works in collaboration with native peoples of the region to protect and foster their cultures, traditions, and beliefs by encouraging artistic expression and supporting, empowering, and educating visitors about their art and culture.

Position Title: Archaeology Collections Assistant

Department: Collections

Status: Part-time, non-exempt, hourly

Supervisor Title: Anthropology Collections Manager

Position Description:

The Archaeology Collections Assistant reports to the Anthropology Collections Manager, and will work on a variety of collections projects and tasks related to the general care of archaeological collections at the MNA. The Archaeology Collections Assistant is responsible for conducting inventories, cataloging and re-housing archaeological artifacts and data entry, as well as assisting with housekeeping and pest management in collections.

Major Tasks and Responsibilities:

- Cataloging
- Data entry
- Re-housing

Minimum Qualifications:

- Bachelor's degree in Anthropology completed or in progress.

Abilities:

- Knowledge of and experience with curation techniques, preservation requirements, archival storage needs, and registration procedures for collections.
- Knowledge of and experience with the Native American Graves Protection and Repatriation Act (NAGPRA).
- Familiarity with archaeological investigation techniques, artifact types, and documentation.
- Knowledge and skill in the use of ARGUS database or other collections management databases.
- Ability to use digital imaging techniques and equipment, as well as photo manipulation software, such as Photoshop.



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- Ability to communicate with clarity and conciseness, both verbally and in written documents.
- Possess a high degree of accuracy and attention to detail.
- Ability to work independently. Is self-motivated and capable of evaluation of complex situations, seeking guidance when necessary.
- Ability to maintain confidentiality in all professional matters.
- Ability to stand or sit for long periods, to stoop and bend, to lift at least 50 pounds, climb up and down ladders, pack or unpack fragile items, and reach overhead shelving.
- Visual acuity and ability to work at computer for extended periods of time.

Working Conditions: Generally work indoors during business hours, Monday through Friday.

How to apply:

Please submit a cover letter and resume to employment@musnaz.org

Position open until filled.

Email is the preferred method of application submission. If you are not able to submit your application via email, please call Jill Thomas at 928-774-5211, Ext. 203 to receive additional instructions for application submission.