



MUSEUM of
NORTHERN
ARIZONA

Celebrating the Colorado Plateau

Position Title: Anthropology Collections Assistant

Department: Collections

Status: Part-Time, Non-Exempt, Hourly

Supervisor Title: Anthropology Collections Manager

Position Description:

The Anthropology Collections Assistant reports to the Anthropology Collections Manager, and will work on a variety of collections projects, including NAGPRA projects for federal collections, as well as tasks related to the general care of Anthropology collections at the MNA, such as environmental and integrated pest monitoring. The Anthropology Collections Assistant is responsible for conducting inventories, photographing and cataloging archaeological artifacts, re-housing collections and data entry.

Major Tasks and Responsibilities:

- Cataloging
- Data entry
- Re-housing
- Digital Photography
- Correct errors in data entry and cataloging
- Acts as an enthusiastic advocate and personal representative for the Museum in the community by promoting its resources, programs and services.

Minimum Qualifications:

- Bachelor's degree in Anthropology or related field.

Preferred Qualifications:

- Master's degree in Museum Studies or related field, or a graduate student in Anthropology, Museum Studies or related field.

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.
- Ability to communicate with clarity and conciseness, both verbally and in written documents.



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- 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, resume, three professional references, and skills assessment, to employment@musnaz.org

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.