**Title**: Contract Collections Assistant

**Department**: Collections

**Status:** Non-Exempt, project specific, part-time, hourly

**Supervisor**: Elaine Hughes

**Position Description**: The Contract Collections Assistant’s primary responsibilities will focus on project specific tasks related to MNA’s works of art on paper. The Assistant will be trained by MNA staff in various tasks and will be responsible for the safe handling, move, and vacuum cleaning of works as well as re-housing and photodocumentation of a subset of works as identified by the Contract Consultant Conservator.

**Position Responsibilities:**

* Undertake training from staff and conservation consultants in techniques and methods to handle, pack, move, clean, re-mat, re-house, and photodocument works on paper
* Pack works on paper for transport
* Move works to new storage
* Vacuum works and containers
* Maintain inventory of works
* Re-mat and cut window mats for 171 works on paper as part of a pilot project
* Re-house 171 works in new storage containers
* Photodocument 171 works
* Other tasks associated with works on paper as assigned

**Abilities, Skills, and Knowledge:**

* Familiarity with organization, preservation, and storage needs of museum collections
* Good organizational skills and attention to detail
* Good manual dexterity (e.g. experience with crafting, arts, woodworking, etc. beneficial)
* Familiarity with computer databases, spreadsheets, and word processing
* Ability to handle physical activity, including bending, stooping, standing, and sitting for extended periods of time.
* Ability to lift up to 50 pounds, and stand for specific time durations required.
* Knowledge of Microsoft Office required.
* Good written and verbal communication skills required.
* Ability to work with others in a collaborative team environment.

**Education and Experience Requirements**:

* Position open to current undergraduate or graduate students seeking degree in Museum Studies or other appropriate discipline. Museum collections management experience a plus.

**Work Schedule**:

Generally work indoors, between 9 am and 5 pm. Odd hours may occasionally be required.

**To apply:** Send a cover letter and resume to Jill Thomas at [employment@musnaz.org](mailto: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 at 928-774-5211, Ext. 203 to receive additional instructions for application submission.