**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 project to assess and document archaeological collections for NAGPRA compliance from the Coconino National Forest as well as the Bureau of Indian Affairs. This position will also assist with the general care of archaeological collections at the MNA, such as conducting inventories, photographing and cataloging archaeological artifacts, re-housing collections and data entry, as well as environmental and integrated pest monitoring.

**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.
* 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.

**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](mailto:employment@musnaz.org)

Please submit professional references upon request only.

**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.