

31 January 2017

Mississippi Museum of Art

POSITION: Collections Assistant
CLASSIFICATION: Non-Exempt
REPORTS TO: Registrar / Curator of the Collection
STATUS: Part-time (20-25 hrs/week)



MISSISSIPPI MUSEUM of ART

POSITION SUMMARY

The Mississippi Museum of Art has been a community-supported institution for more than 100 years. The Museum boasts a seasoned staff of professionals that works to ensure that the Museum's exhibitions, programs, operations, and community outreach are of the highest quality and relevance to the people of Mississippi. The Collections Assistant will assist the curatorial department with tasks associated with upcoming exhibitions, maintaining the collections management database, and assisting with new acquisitions.

ESSENTIAL FUNCTIONS

- Submit requests for Rights & Reproductions and copyright permissions for temporary exhibitions
- Assist registrar to create paperwork related to temporary exhibitions including condition reports, incoming loan receipts, and loan agreements
- Assist curator of the collection and registrar to maintain exhibition checklists
- Assist with scheduling, handling, and preparing artworks for travel with the Museum's affiliate network
- Maintain the collections management database, catalog new acquisitions, update records in the database, edit existing records, update metadata in the database
- Abide by all Museum policies and procedures, perform required administrative tasks in an accurate and timely manner.
- Work with other Museum staff to ensure smooth operation of the Museum's daily programs and events. Represent the Museum with the highest level of integrity and enthusiasm, work positively with colleagues and the public.

This is a list of Essential Functions for this position and is not designed to be a comprehensive itemization of every activity, duty, or responsibility that may be encountered. Activities, duties, and responsibilities may be changed, added, or eliminated at any time.

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COMPETENCY

- Previous museum or gallery experience
- Working knowledge of museum standards for collections management as set forth by the American Alliance of Museums
- Proficiency in art handling
- Detail oriented and highly organized
- Self-motivated
- Highly proficient computer skills including collections management databases
- Able to apply good judgement to a variety of situations

SUPERVISORY RESPONSIBILITIES

- May occasionally supervise seasonal registration interns and volunteers

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have physical dexterity for working with cumbersome or fragile materials and able to follow safe work practices.
- Work may be performed both indoors and outdoors throughout the facility and grounds as well as at off-site locations.
- Position may require sitting at a desk, standing, walking, climbing, bending and stretching, and enough physical strength to lift and carry a minimum of 50 pounds unassisted.

EXPECTED HOURS OF WORK

This is a part-time position requiring availability during normal office hours.

TRAVEL

- No travel is expected in this position.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in art history, studio art, or related field
- One year of related experience
- Basic knowledge of art handling techniques

PREFERRED EDUCATION AND EXPERIENCE

- Two to three years of related experience
- Knowledge of Rights & Reproductions processes
- Knowledge of collections management databases

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ADDITIONAL ELIGIBILITY QUALIFICATIONS

- Applicant must successfully complete training and a 60-day probationary period, and may be subject to a background check.

Interested candidates should forward by email a cover letter and résumé to careers@msmuseumart.org. No phone calls please.

The Museum is an Equal Opportunity Employer, and is proud of its work-place environment that is diverse in every respect and welcomes all applicants for employment. The Museum is not a department or agency of the state or federal government.