

# JOB DESCRIPTION

# HIGH DESERT MUSEUM

## POSITION

<b>JOB TITLE:</b>	Curatorial Assistant	<b>DIRECT SUPPORTS:</b>	Program Development Manager
<b>DEPARTMENT:</b>	Program Development	<b>DIRECTLY SUPPORTS:</b>	n/a
<b>CLASSIFICATION:</b>	Full-time, non-exempt	<b>SALARY RANGE:</b>	\$20/hour+ DOE

## JOB SUMMARY

The Curatorial Assistant is responsible for supporting *Creating Together*—a collaborative exhibit development process that is bringing together Native knowledge holders and other experts to renovate the permanent exhibition on the Indigenous Plateau at the Museum. This position will work closely with the Program Development Manager and *Creating Together* team to provide administrative, collection, and exhibit development support. Additionally, the Curatorial Assistant will provide support for changing exhibitions, including administrative and collection support, as directed by the Exhibits Team.

## ESSENTIAL FUNCTIONS (in order of priority with the percentage of time spent on each)

<b>40%</b>	<p><b>Project Administration</b></p> <ul style="list-style-type: none"> <li>• <i>Manage correspondence with external partners and contractors, schedule meetings, and coordinate any travel and logistics for <i>Creating Together</i></i></li> <li>• <i>Manage invoices and contracts for <i>Creating Together</i> expenses</i></li> <li>• <i>Support in the development of agendas and materials for <i>Creating Together</i> meetings.</i></li> <li>• <i>Take detailed notes during <i>Creating Together</i> meetings and track next steps</i></li> <li>• <i>Support with organizing project documentation and timeline and budget tracking for <i>Creating Together</i></i></li> <li>• <i>Provide administrative support for changing exhibitions as directed by the Exhibits Team</i></li> </ul>
<b>35%</b>	<p><b>Collections Management</b></p> <ul style="list-style-type: none"> <li>• <i>Retrieve and return objects to and from the collection storage vault as needed for <i>Creating Together</i> collection visits and research and support with safe handling of objects</i></li> <li>• <i>Manage collection records and database for objects for the new exhibition, including incorporating new information from project partners</i></li> <li>• <i>Create condition reports for objects for the new exhibition, identifying objects requiring conservation treatment and supporting the coordination of conservation measures</i></li> <li>• <i>Provide collection support for installation/deinstallation of changing exhibitions as directed by the Exhibits Team</i></li> </ul>
<b>20%</b>	<p><b>Research &amp; Exhibit Development</b></p> <ul style="list-style-type: none"> <li>• <i>Support with provenance and other research relating to objects for the new exhibition</i></li> <li>• <i>Obtain permissions and copyright clearance for images and maintain accurate credit lines for the new exhibition</i></li> <li>• <i>Conduct curatorial research as requested in line with experience and training</i></li> </ul>
<b>5%</b>	<p><b>Additional Duties</b></p> <ul style="list-style-type: none"> <li>• <i>Contribute to and support the Museum’s DEAI initiatives</i></li> <li>• <i>Assist with museum-wide events, such as Free Days, fundraising gala, etc.</i></li> <li>• <i>Other duties as assigned</i></li> </ul>

## QUALIFICATIONS

### EDUCATION/ CERTIFICATIONS

- Bachelor's degree in art, museum studies, administration, or related field.

### EXPERIENCE

- Administrative work experience
- Object handling experience in a gallery or museum environment
- Experience conducting research

### SKILLS/ ABILITIES

- Strong organizational skills and ability to manage multiple schedules and activities at one time
- Written and verbal communication skills
- Knowledge of museum standards and ability to follow protocols in handling objects with care
- Knowledge of PastPerfect or similar collection management software
- Ability to work collaboratively with a large project team

### PHYSICAL ELEMENTS

- This position involves extended periods of seated or standing desk work

### EQUIPMENT USE

- Frequent computer and phone use

## ACKNOWLEDGMENT

*I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.*

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Employee Name

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Signature

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Date