

## JOB DESCRIPTION: PROJECT COLLECTIONS ASSISTANT

The New Mexico History Museum (NMHM) is a statewide educational resource, local landmark, and destination for anyone who wants to understand the diverse experiences of the people of New Mexico, the dynamics that have shaped our state, and the relationships that connect our region with the rest of the world. Building on more than a century of informative exhibitions, exceptional collections, and an iconic location in the heart of Santa Fe, the New Mexico History Museum is committed to service, community engagement, and rigorous scholarship.

Reporting to the members of the Collections Department, this temporary position focuses on the objects of the Gustave Baumann Collection recently acquired by the NMHM. Work will occur on-site in Santa Fe, New Mexico and focus on the cataloging, photography, creating enclosures, and proper storage for this object collection consisting of hand-carved wooden printing blocks.

### Responsibilities Summary

- Support all practical aspects of collections management for this collection
- Work in the database to catalog objects following institutional standards
- Manages collection spaces, including moving, tracking, labeling, and storing boxes
- Retrieve and prepare objects for photography
- Photographs objects
- Create object enclosures
- Place and store objects in a proper location

### Qualifications Ideal candidate

- Highly organized
- Detail-oriented
- Diligent and dedicated
- Able to multi-task a variety of activities, prioritizing conflicting needs
- Resourceful problem solver
- Proactive self-starter able to follow projects through to completion
- Able to work under pressure and meet deadlines
- Able to work effectively independently and, also, as a team player
- Able to demonstrate emotion maturity and strong interpersonal skills
- Able to work in an environment with historic objects

Skills and Experience

- 1-2 years experience in a museum, or other cultural institutions (including internships), with emphasis on object handling and collections databases
- Experience handling rare and/or fragile materials
- Strong computer skills: Experience working with the Microsoft Office Suite. Experience working with museum database programs
- Comfort lifting 50 lbs., climbing ladders, sitting, standing, and other physical activity
- Ability and willingness to work on-site

Temporary position, 10-20 hours per week, Monday – Friday (flexible), Pay Rate: \$22/hr

Position is available: September 2022

Deadline to apply: August 19, 2022

Questions: email NMHM Registrar, Deborah King, [deborah.king@state.nm.us](mailto:deborah.king@state.nm.us)

To apply: submit resume and cover letter to Deborah King, [deborah.king@state.nm.us](mailto:deborah.king@state.nm.us)