

Assistant Collections Manager or Collections Manager, DOE
Florence Hawley Ellis Museum of Anthropology at Ghost Ranch

FUNCTION: Florence Hawley Ellis Museum of Anthropology at Ghost Ranch seeks a part-time assistant collections manager or collections manager, depending on experience, for the assistance of the day-to-day physical care and management of the Florence Hawley Ellis Museum of Anthropology permanent collections. This position in consultation with the Ghost Ranch Director of Programs, and in accordance with the AAM Code of Ethics provides direct assistance with preventive conservation and Indigenous collections care methodologies. This position is part-time (16-24 hours per week) and is a one-year position with the possibility of extension.

CHARACTERISTIC DUTIES:

- Assists in the day-to-day Florence Hawley Ellis Museum of Anthropology collections maintenance including preventive conservation, repatriation, cataloging, access, security, environmental and pest control monitoring, housing, inventory, and loans.
- Supervises and assists with training of Florence Hawley Ellis Museum of Anthropology interns working on collections management projects.
- Works with Indigenous Advisory group to reimagine exhibition, curation, collecting, programming, and conservation practices with respect to Indigenous cultural histories, heritage, and belongings.
- Coordinates ordering collections-related supplies.
- Helps support access to the collection by coordinating research visits and database reports.
- Works with Ghost Ranch staff on administrative goals and objectives.
- Participates in NAGPRA consultations and documentation with the NAGPRA Staff Committee.
- Assists Museum Educator with symposiums, seminars, collection reviews, and other program activities as requested.
- Conducts collections management–related tours and accommodates other visitors, as assigned.
- Works with prehistoric materials and long term loans from Federal property.
- Other duties as assigned.

SUPERVISION: The position reports to the Ghost Ranch Director of Programs.

REQUIRED QUALIFICATIONS:

- Minimum three (3) years of experience.
- Bachelor's degree in art history, anthropology, Southwest studies, museum studies, or history, or equivalent museum experience.
- Demonstrated knowledge of Southwest Native American art and culture.
- Excellent written and oral communication skills.

- Effective interaction and interpersonal capabilities.
- Excellent attention to detail skills.
- Sound knowledge of housing practices, collections management, and preventive conservation methods.
- Must be aware and respectful of cultural sensitivity issues among Native communities.

DESIRED QUALIFICATIONS:

- Master's degree in museum studies, art history, anthropology, or history
- Knowledge of legal and ethical issues, including state and federal laws regarding museum collections.
- Experience with Indigenous collections care methodologies.
- Experience training and supervising volunteers and interns.

PHYSICAL REQUIREMENTS: Carrying, hearing, seeing (close, far, color, depth), sitting, standing, talking, walking. Possible exposure to residual chemicals used as pesticides on collection items.

SALARY: \$21-\$24/hr DOE.

TO APPLY: Email cover letter, resume and list of three professional references in a single .pdf to joannel@ghostranch.org. Applications must be received no later than 5:00 PM, October 2, 2023