

Curatorial Assistant- Temp/Contract

Report to: Collections Manager	Status: Full time - Temporary for 12-months	Salary: \$18.30 per hour	Created: 1.23.2024
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Overview: The National Cowboy & Western Heritage Museum is expanding its vault and is in need of a Curatorial Assistant to assist in the packing up the collection for storage and then movement of the art and artifacts to their new location. This is a temporary position for around 12 months, but could be extended based upon vault project completion date.

Duties

- Performs handling the art and artifacts.
- Creation of proper storage boxes for the packing and moving of artifacts to keep them safe during the transition and all associated records or documents.
- Aid with the care, movement, and storage of the vault collection.
- Follows the proper conservation/storage guidelines.
- Assists in the creation of inventory records and documents of the collection.
- Monitors the conditions and assuring cleanliness and safety in all storage areas, workspaces, and other spaces where the collections materials are housed.
- Maintains the tools and equipment as directed and inventory material.

Education and Experience Requirements:

- Bachelor's degree in museum studies, or other relevant discipline with Museum collections management experience.
- BA or BS in relevant discipline required with graduate studies preferred.
- Previous experience with museum collections management and care a plus.
- May be willing to interview Senior level students in their Museum Studies program if they have some collections experience.

Skills or Knowledge Required

- Clear communication in speaking and writing; must be able to work with a diverse group and support a congenial and collegial atmosphere.
- Comfortable with a relatively active work environment that may require lots of walking, standing for long periods at a time, squatting, kneeling, lifting overhead, pulling, pushing, etc. Must be able to lift 40 lbs.

To Apply:

Send your resume and cover letter to HR@nationalcowboymuseum.org

MISSION STATEMENT:

The National Cowboy & Western Heritage Museum preserves and interprets the evolving history and cultures of the American West for the education & enrichment of its diverse audiences of both adults and children.