The Museum of Russian Art (TMORA)

Position: Collections Assistant

Position Description

Under the direct supervision of the Curator, the Collections Assistant provides curatorial support, including cataloguing and collections documentation, general care of the museum collections, planning, development, and implementation of exhibitions, as well as administrative support as needed.

Duties and Responsibilities

- Maintains and updates accurate records of the collection, using a computerized collections management system
- Assists in exhibition curatorial responsibilities, such as the maintenance of exhibition checklist and image files, label formatting, editing and coordinating the production of didactic materials and other job-related duties as assigned
- Assists in exhibition installation
- Performs general collections duties, to include assistance with collection acquisitions and loans

Essential Qualifications Required

- BA degree in art history, studio arts, museum studies or equivalent training and experience.
- Familiarity with professional standards for handling and care of museum collections for exhibition, packing, and storage of artwork, with at least one year of experience
- Familiarity with collections database management systems
- Communication, writing, and copyediting skills
- Must be detail-oriented
- Ability to lift 40 pounds, climb ladders, and stand for long periods of time
- Knowledge of standard museum practices and procedures
- Computer skills: knowledge of Microsoft Office, familiarity with image/video editing software and social media
DESIRED QUALIFICATIONS:

- Ability to work both independently and in a team environment.
- Knowledge of and/or demonstrated interest in collections preservation and collection care issues
- Excellent organizational and problem-solving skills
- Experience with matting and framing
- Experience building boxes and mounts
- Graphic art design skills
- Reading knowledge of Russian (preferred, but not a requirement for the position)

Part time, 32 hrs./week; $18.00/Hr.
Department: Exhibitions and Collections
Supervisor: TMORA Curator

Send résumé with cover letter to info@tmora.org by February 28, 2020