



Wheelwright Museum

OF THE AMERICAN INDIAN

Wheelwright Museum

JOB DESCRIPTION

The Wheelwright Museum of the American Indian is the oldest independent non-profit museum in New Mexico. Founded by Mary Cabot Wheelwright (1878–1958) in collaboration with the respected Navajo singer Hastiin Klah (1867–1937), it is situated in a historic building of modernist design based on a Navajo hooghan designed by architect William Penhallow Henderson. Recognized as a historic landmark, it has been open to the public since 1937. The Wheelwright is an accredited museum with a permanent gallery, a lively exhibition and public programs. It houses the founding collections of Navajo ceremonial items in addition to contemporary Indigenous North American art, and Navajo and Pueblo jewelry. The collections include substantial archives, currently part of a digitization program funded by the Mellon Foundation. The Wheelwright aims to work in partnerships since its founding.

JOB TITLE: Archivist
EFFECTIVE DATE: October 2023

Reports to: Collections Manager & Registrar
Works directly with: Collections and curatorial Team, contractors
Works indirectly with: Case Trading Post; Business office
Term: Two years in the first instance

FLSA Classification: Non-exempt
Salary: 48-52K

JOB SUMMARY:

This is a new position whose role is that of working with the archives to ensure wider access to the manuscripts and records collection. The three core tasks of this post are 1) appraising, arranging, describing, and advising on the preservation of the manuscripts and records acquired since 2018 according to their research and archival values; 2) working with Curatorial and Collections staff to ensure digitization of Adair material and other collections linked archival material; 3) working on the John Adair archive to ensure the accessibility of the collection online in line with Mellon Foundation project. The John Adair archive occupies nearly 90 linear feet of storage and includes papers, boxes of film and audio tape, flat photographs, negatives, slides, CDs of digitized images from the negatives, audio cassettes, VHS cassettes, and 16 mm film. The archivist is responsible with other staff in collections and curatorial for the improved knowledge of the public and access to manuscripts, records, and collections. The postholder will work with the Collections Data Manager, and work with the collections and curatorial team to ensure the overall security and well-being of the collections and archives during a period of intense digitization.

MINIMUM QUALIFICATIONS:

- Bachelor's degree
- Accredited MA in Library or Information Science, History, Museum Studies or other fields,
- A minimum of 2 years of experience working in archival processing with special collections, university archives, or another archival repository,
- Knowledge of current trends, standards, practices of archival science,
- Strong knowledge of museum or gallery context, including accessioning, data retrieval, provenance research, assessing storage requirements,
- Background in, and experience of, working with contemporary or historic Indigenous North American collections,
- Strong knowledge of Encoded Archival Descriptions (EAD) and Document Type Definitions (DTD),
- Proficiency in Microsoft Word, Excel Spreadsheets, Adobe Photoshop and related programs to generate correspondence and other documents,
- Experience in Microsoft Teams,
- Ability to use a digital camera and work with image files,
- Familiarity and comfort with collections management databases including Proficio/Rediscovery.

SKILLS:

The skills required as those of being able to work independently and in collaboration, exercising sound judgement and a practical approach to risk management and familiarity with the best practices of archival management. It includes, but is not limited to:

- Demonstrated experience of working in a museum or archival environment,
- Demonstrated ability to undertake strategic assessment of archives and work within museum collection policies,
- Good understanding of digitization and potential of collections, archives and access,
- Demonstrated ability to show responsiveness and considerations for the documentation of collections, their preservation and care,
- Knowledge of conservation practices as pertaining to archives,
- Demonstrated ability to plan, problem-solve and deliver in accordance with deadlines,
- Ability to work independently and collaboratively with others to achieve Museum's overall goals and objectives,
- Strong written skills, including ability to write reports, summarize issues, and conduct professional correspondence,
- An eye for detail and commitment to accuracy.

ESSENTIAL RESPONSIBILITIES:

- Process archival collections , including the museum records, to professional standards,
- Arranges and improves the description of the archive collections on the collections (Rediscovery/Proficio) database, according to the DACS (Describing Archives: A Content Standard) and other archival best standards,
- Works with Collections Data Manager to determine hierarchies of access for collections material, in accordance with salient legal and ethical priorities,
- Determines with Collections Data Manager priorities for digitization of collections material and undertaking to manage digitization, including in particular, manuscripts and photographs from the archives of John Adair,
- Advises on archive handling, storage, preservation, including in exhibition, as necessary,
- Maintains records of, and prioritizes, processing backlog,

- Works alongside Collections Data Manager and Collections Manager and Registrar in the revision and addition to the collections database, to allow maximum accessibility to and efficient retrieval of collections documentation and archival objects,
- Schedules and facilitates research requests by scholars and other visitors,
- Is part of emergency planning team,
- Contributes and supports public programs and access initiatives,
- Other duties as assigned.

ADDITIONAL RESPONSIBILITIES:

- Exercises supervision over assigned volunteers or interns

PHYSICAL REQUIREMENTS:

- Ability to lift, carry and otherwise move up to 20 pounds on a regular basis;
- Ability to sit, stand, bend, kneel, reach, push, pull, or walk for various lengths of time throughout the day;
- Ability to utilize computer equipment to complete daily work responsibilities, and other equipment consistent with 21st century office environment;
- Ability to use manual and light-duty power tools.

EQUAL OPPORTUNITY EMPLOYMENT:

The Wheelwright Museum is committed to Equal Employment Opportunity. It is our policy to encourage and support equal employment opportunity for all associates and applicants without regard to age, sex, race, color, ancestry, religious creed, national origin, pregnancy, physical or mental disability, medical condition, marital status, political affiliation, sexual orientation, gender identity, individual genetic information, disabled veteran or Vietnam Era Veteran Status.

AMERICANS WITH DISABILITIES ACT:

Applicants as well as employees who are, or become, disabled must be able to perform the essential job functions either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

JOB RESPONSIBILITIES:

The above statements reflect the general duties and responsibilities considered necessary to perform the essential functions of the job. This document should not be considered a fully detailed description of all the work requirements of the position. The Wheelwright Museum may change the specific job duties with or without prior notice based on the needs of the organization.

APPLICATION:

Send CV with covering letter detailing experience and contact details for three referees to director@wheelwright.org. Review of applications will begin 1 October 2023.