



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 program. 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: Collections Manager & Registrar
EFFECTIVE DATE: October 2023

Reports to: Director
Works directly with: Collections and Curatorial Team, contractors
Works indirectly with: Case Trading Post; Business office
Supervises: Archivist

FLSA Classification: Exempt
Salary: 50-55K

JOB SUMMARY:

This is a responsible position, whose central task is the management of collections, including all aspects to do with care, acquisitions, loans and exhibitions. This position is primarily responsible for the care of the collection, the management of the collection, including the monitoring of gallery and storage conditions, maintaining photographs and documentation to the proper professional standards. This position's focus is on collections care and registrar functions. The postholder will work on documentation and archives with the Collections Data Manager, although both work to ensure the overall security and well-being of the collections and archives. This position works alongside the Collections Data Manager and Archivist to ensure that all collections and archives are properly accessioned, that their condition and location are maintained to the proper professional standards, and that all records and documentation are up to date. This position assesses collections and storage needs, implements integrated pest management and documentation and database systems. This post oversees movement, packing and shipping of collections in compliance with insurance regulations and the highest standards of professional practice.

MINIMUM QUALIFICATIONS:

- Bachelor's degree

- Master's degree in Museum Studies or proven equivalent professional experience
- A minimum of 2 years of experience working in collections management in a museum or gallery context, including museum display, handling, accessioning, data retrieval, provenance research, assessing storage requirements, condition reporting and fine art shipping,
- Background in, and experience of, working with contemporary or historic Indigenous North American collections,
- 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 collections management in the context of small museums. It includes, but is not limited to:

- Demonstrated understanding of professional museum practices and standards, including registration methods, loans paperwork, safe object handling, conservation, packing and shipping of objects,
- Demonstrated experience of working on exhibitions and exhibition preparation including condition reporting, handling and mounting,
- Demonstrated ability to show responsiveness and considerations for the documentation of collections, their preservation and care,
- Demonstrated ability to undertake strategic assessment of collections and work within museum collection policies;
- Demonstrated understanding of security of collection and overseeing quality of environment in collection store and exhibits, including daily monitoring of galleries,
- Good understanding of photography and photographic potential of collections,
- Knowledge of conservation practices and art preparation,
- 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:

- Maintains and monitors safety and security of collections in accordance with established professional standards, including responsibility for environmental conditions, integrated pest management and security of collections, this includes maintain a clean working environment,
- Oversight of the database: to revise and evaluate registration and catalog system to maintain applicability, consistency, and operation,
- Oversight and processing of all incoming and outgoing collections, for loans, donations and exhibitions including shipping, security, insurance, packing,
- Ensuring all legal and ethical issues regarding loans are addressed,
- Works with those inside and outside the Museum to support NAGPRA processes and compliance,
- Works in collaboration with Collections Data Manager in the maintenance of the museum's collection database, and in the generation of all paperwork to do with pre- and post- acquisition process, including supporting the Collections Committee,

- Works with curatorial, collections management, contract and other staff in planning and installation of exhibits, especially in preparing collections and advising on conversation needs,
- Management and oversight of the collection database to review and evaluate registration and catalog system to maintain applicability, consistency, and operation,
- Recommends changes in recordkeeping procedures to achieve maximum accessibility to and efficient retrieval of collection objects,
- Schedules and facilitates research by scholars and other visitors,
- 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.