

REQUEST FOR CONSULTANT

Acquisitions Technician, Newcomb Art Museum

SCOPE OF WORK:

The Newcomb Art Museum is looking for an individual to contract as an Acquisitions Technician. The Acquisitions Technician will support of the museum's collections inventory by researching object status. The primary role of this position is to verify objects are accurately reflected in the museum's collections management database (EmbARK), and that the digital datasets accurately reflect information from the historic records.

WORK PERIOD:

Contractor is expected to work 37.5 hours a week. Work will begin on or around March 1st, 2020, to be completed by March 31st, 2022.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree in Museum Studies, Art History or related field
- Experience handling archival material
- Experience working with collections databases, data entry and documentation

REQUIRED KNOWLEDGE, SKILLS, ABILITIES/COMPETENCIES TYPICALLY NEEDED TO PERFORM THIS JOB SUCCESSFULLY:

- Knowledge of current best practices in archives management
- Experience in object/archival research and problem solving, with an attention to detail
- Strong organizational and communication skills

PREFERRED QUALIFICATIONS:

- Master's degree in Museum Studies, Art History, or a related discipline
- Working knowledge of museum acquisition procedures
- Experience with EmbARK or TMS databases
- Bailee's coverage and general liability insurance

ESSENTIAL FUNCTIONS:

An incumbent assigned this classification will perform some or all of the following universal essential functions approximately 95 percent of his/her time:

ESSENTIAL FUNCTIONS OF THE JOB:	Typical % Allocation
Systematically read the museum's historic files and create digital accession records for each file; recording legal title, credit line, transfer date, donor information, and any possible restrictions or stipulations. Link in database corresponding object records to the accession record, and verify and update legal status, credit line and source fields for each linked object record.	55%
Resolves discrepancies using established methods.	40%
Presents progress and findings to stakeholders on a monthly basis and biweekly with Collections Manager in one-on-one meetings	5%
Total Essential Percentage Allocation for All Essential Functions	100%

BID

To bid, please submit resume, letter of interest, and proof of insurance to Sierra Polisar at spolisar@tulane.edu. This is a grant funded position paying \$18- \$20 an hour.