

# **REQUEST FOR CONSULTANT**

## **Inventory Technician, Newcomb Art Museum**

### **SCOPE OF WORK:**

The Newcomb Art Museum is looking for an individual to contract as an Inventory Technician. The Inventory Technician will undertake a complete shelf inventory of the Newcomb Art Museum's objects collection. The primary goal of this project is to verify objects are accurately reflected in the museum's collections management database (EmbARK).

### **WORK PERIOD:**

Contractor is expected to work 37.5 hours a week. Work will begin on or around March 1<sup>st</sup>, 2020, to be completed by May 31st, 2021.

### **REQUIRED EDUCATION AND EXPERIENCE:**

- Bachelor's degree in Museum Studies, Art History or related field
- Experience handling museum quality objects
- Experience in data entry and documentation

### **REQUIRED KNOWLEDGE, SKILLS, ABILITIES/COMPETENCIES TYPICALLY NEEDED TO PERFORM THIS WORK SUCCESSFULLY:**

- Knowledge of current museum best practices in collections management
- Working knowledge of museum databases
- Experience in research and problem solving
- An attention to detail
- Strong organizational and communication skills
- Ability to safely lift 40 lbs. and climb ladders

### **PREFERRED QUALIFICATIONS:**

- Master's degree in Museum Studies, Art History, or a related discipline
- Familiarity with preventative conservation techniques and risk factors associated with various materials
- Experience working with fine art collections
- Experience with EmbARK or TMS databases
- Bailee's coverage and general liability insurance

### **ESSENTIAL FUNCTIONS:**

<b>ESSENTIAL FUNCTIONS OF THE WORK:</b>	<b>Typical % Allocation</b>
Match objects to their corresponding digital record in EmbARK, tag objects with their numbers, document object's physical location in EmbARK, and record important object information, including artist, title, medium, marks, dimensions and condition, and apply keywords to each object record	50%
Resolves discrepancies using established methods.	40%
Works with the museum's digitization team to help move and prepare fragile and oversized works for photography	5%
Presents progress and findings to stakeholders on a monthly basis and biweekly with Collections Manager in one-on-one meetings	5%
<b>Total Essential Percentage Allocation for All Essential Functions</b>	<b>100%</b>

### **BID**

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