Job Title
NAGPRA Project Registrar

Employment Status
Full Time

Employment Category
Exempt

Department
Collections

Reporting Responsibility
Associate Registrar

Position Summary
Joslyn Art Museum seeks applicants for a one-year Project Registrar position supporting a Native American Graves Protection and Repatriation Act Consultation/Documentation Grant project. Working with Joslyn's grant project team, the Project Registrar will perform basic cataloguing and photography of NAGPRA-eligible objects housed at the Museum and the digitization of related Museum records. This temporary position entails approximately forty regularly scheduled hours per week for twelve months to begin by January 2023.

Major Duties
• Photograph approximately 1,439 objects using Joslyn's DSLR camera and studio equipment
• Process image files, including editing, organizing, creating derivative jpegs, and uploading files to Joslyn's server, as well as linking images to their electronic records in The Museum System (TMS)
• Scan and organize related Museum records
• Perform essential cataloguing (including measurements and media descriptions) and update information into existing TMS records
• Handle three-dimensional objects of various sizes, including unpacking, staging for photography, repacking into existing housing, and transport within the Museum
• Conduct regular quality control checks on data produced for this project
• Participate in regular project team planning meetings and develop weekly project schedules

Minimum Qualifications
• Bachelor's degree in museum studies, art history, anthropology, or related field preferred; all levels of postsecondary education or equivalent experience will be considered
• Knowledge of museum registration practices and experience handling a variety of three-dimensional museum objects in a museum or gallery environment
• Excellent organizational skills, strong attention to detail, and ability to meet deadlines
• Experience photographing three-dimensional objects in museum collections for documentary purposes
• Proficiency with collections management database entry and management; TMS preferred
• Ability to work and manage projects and priorities independently
• Ability to lift 30–40 lbs

Preferred Qualifications
• Proficiency with Adobe Photoshop, Adobe Bridge, and Adobe Acrobat
• Experience managing large collections documentation projects
• Experience working with Native American collections
• At least 2 years of experience working within a museum or gallery setting

Salary
Salary: $40,000

To Apply
Please submit a cover letter and resume via email to careers@joslyn.org. Joslyn Art Museum is an Equal Opportunity Employer and the Museum is committed to diversity and equal opportunity in its hiring. Qualified candidates of all backgrounds are encouraged to apply for this position. Joslyn offers a competitive salary and generous benefits package.

Joslyn Art Museum is a major regional resource for the collection, preservation, and interpretation of the visual arts. Through its collections, exhibitions, and educational programs, Joslyn Art Museum seeks to foster appreciation and enjoyment of art for the benefit of a diverse regional and national audience.