Job Title
Native American Art Programming Coordinator

Employment Status
Full Time

Employment Category
Exempt

Department
Curatorial

Reporting Responsibility
Associate Curator of Native American Art

Position Summary
Joslyn Art Museum seeks applicants for a new programming position devoted to Native American art. Reporting to the Associate Curator of Native American art and working with staff in the Education & Outreach Department, the Programming Coordinator will engage with Indigenous communities in Omaha and beyond and develop and facilitate a dynamic program for Native American art that reflects and respects Indigenous histories and protocols.

Major Duties

- **Programming**
  - Assist the Associate Curator of Native American art in the development and implementation of a community engagement plan that ensures a meaningful and dynamic approach to Native American collections, exhibitions, and programs
  - Assist in the development and implementation of programming for the Margre H. Durham Center for Western Studies

- **Collections**
  - Strategize and implement a consultation process for the reinstallation of the Museum’s Native American art collection
  - Provide administrative support for collections projects, including scheduling meetings, managing checklists, and maintaining records
  - Assist curatorial and collections staff with correspondence and documentation for the Native American Graves Protection and Repatriation Act (NAGPRA)
  - Respond to internal and external inquiries about the Museum’s Native American art collections, including coordinating and facilitating viewing requests

- **Engagement**
  - Serve as a liaison to tribal governments, Native-run organizations, educators, artists, and knowledge bearers on topics related to collections, exhibitions, and programs
Qualifications
- Bachelor’s degree in Native American studies, art history, social sciences, or related field preferred, but not required
- Experience working with Indigenous communities and ability to plan and manage collaborative projects with knowledge bearers from many different backgrounds
- Strong knowledge of regional Indigenous traditions as expressed through art, Indigenous cultural protocols, and of Indigenous art history specific to the Plains region
- Excellent verbal and written communications skills
- Strong attention to detail and the ability to meet scheduled deadlines
- Proficiency with Microsoft Suite: Word, Outlook, Excel, PowerPoint, and other standard office skills, procedures, and equipment
- Ability to follow protocols in handling works of art with care
- Ability to work collaboratively with colleagues across Museum departments
- Demonstrated commitment to Diversity, Equity, Inclusion, and Accessibility (DEIA) in the field

Salary
Salary Range: $37,000–42,000
Qualifications and experience will be considered in the compensation for this position.

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.