



**TUCSON MUSEUM OF ART AND HISTORIC BLOCK**  
**JOB DESCRIPTION**  
**EOE**

**POSITION:** Collections Fellow, Special Projects

**WORK SCHEDULE:** Schedule to be determined; 30 hours per week.

**STATUS:** Temporary assignment (March-December 2022); Grant Funded Position. Continuation contingent on future grant funding

**REPORTS TO:** Senior Curator, Glasser Curator of Art of the American West

**Job Description**

The Tucson Museum of Art (TMA) seeks a part-time temporary, Collections Fellow, Special Projects, to support research, documentation, and stewardship of its Indigenous pottery collection. This position will focus on support and coordination of collections research while ensuring TMA is compliant with the Native American Graves Protection and Repatriation Act (1990, aka NAGPRA) as well as serves as an institutional liaison to tribal representatives. The Fellow will work to ensure that research, care, and preservation of works in TMA's Indigenous Arts collection, specifically Indigenous pottery, are contextualized in relation to traditional Indigenous practices, knowledge, and safekeeping; ultimately broadening approaches to collections research by considering diverse and culturally relevant voices. As part of this project, the person may assist with resolving cataloging issues, facilitating collections reviews, and updating database records. In addition to working under the guidance of the Senior Curator, this position will also work closely with the Director of Engagement and Inclusion and Collections Manager/Registrar.

**About the Tucson Museum of Art**

At the Tucson Museum of Art, we actively seek to employ a diverse group of people who embody, promote, and uphold our organizational values and the Inclusion, Diversity, Equity and Access (IDEA) Plan. We welcome and encourage individuals of all backgrounds to apply. The IDEA Plan's principles of relevancy, community, respect and multivocality are at the heart of the museum's collection, exhibitions, programs, Board of Trustees, staff, and volunteer groups. Located in downtown Tucson, the Tucson Museum of Art and Historic Block connects art to life through meaningful and engaging experiences that inspire discovery, spark creativity, and promote cultural understanding. A core value of the museum's 2020–2023 Strategic Plan is to ensure a culture of inclusion, diversity, equity and access. As a responsive, community-centered museum, we strive to represent, activate, and advocate for all Southern Arizona communities.

**Duties and Responsibilities**

- Catalog and condition report Indigenous pottery and ceramic works from the museum's permanent collection
- Utilize existing museum records to research provenance and origin of works; conduct further research to determine tribal affiliation, material makeup, and ceremonial/burial contexts (if any)
- Update electronic object records using a computerized collections management system

- Create and maintain database of materials subject to NAGPRA and make these available to Tribal consultants. Additional duties may include participating in NAGPRA consultation meetings and preparing information for Tribal consultants.
- Works with outside consultants to review TMA's collection and serves as an institutional liaison to tribal communities.

### **Qualifications/Skills**

- Bachelor's Degree in American Indian studies, anthropology, archeology, art history, museum studies, studio art, or a related field appropriate to the area of assignment OR two-four (2-4) years of related experience OR any equivalent combination of education and/or experience from which comparable knowledge, skills, and abilities have been achieved.
- Art Handling experience. Experience handling ceramic works/sensitive cultural materials preferred.
- Experience cataloging and condition reporting works of art
- Experience and/or knowledge of NAGPRA
- Ability to work both independently and in a team environment.
- Knowledge of and/or demonstrated interest in collections preservation and collections care
- Excellent organizational skills and attention to detail
- Visual acuity and manual dexterity associated with daily use of desktop computer; ability to bend, stoop, reach, and lift up to 20 lbs.
- Ability to use MS Office programs.

**Starting Salary:** \$18 - \$20/hour DOE

### **Application Materials:**

Cover letter outlining your interest in the position and commitment to TMA's [IDEA principles](#).

Resume or curriculum vitae that clearly illustrates how prior knowledge and experience meets the minimum and desired qualifications of this position.

Contact details for two professional references.

### **How to Apply:**

To apply send application materials to [jobs@tucsonmuseumofart.org](mailto:jobs@tucsonmuseumofart.org) with the subject line "Collections Fellow."

### **Employment Verification**

TMA conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications. All new employees will be required to be fully vaccinated for COVID-19 in accordance with museum policy.