



HARWOOD MUSEUM OF ART

COLLECTIONS ASSOCIATE

11.2024



Position: Collections Associate

Job Location: Taos, New Mexico

Applications Due: 01/06/2025

Salary Range: \$43,888-\$47,840 DOE + generous benefits including retirement, tuition remission, health, and holiday

UNM Job Req: req31568

UNM Title: H4018 / Collections Associate

UNM Position Grade: 11

FLSA: Exempt - FULL TIME

Reports to: Collections Manager

UNM Jobs Application Link:

<https://unm.csod.com/ux/ats/careersite/18/home/requisition/31568?c=unm>.

Harwood Museum of Art

Founded in 1923, the Harwood Museum of Art is the second oldest museum in New Mexico. It has been part of the University of New Mexico (UNM) since 1935 but is located in the longstanding art colony of Taos, New Mexico, and serves the community and its visitors as well as UNM. The Harwood Museum of Art celebrates Taos' artistic legacy, cultivates connections through art, and inspires a creative future. The Harwood Museum of Art is an American Alliance of Museums Accredited museum.

Spanning the 19th Century to present, the museum's 6,500 object collection documents the community's rich multicultural heritage and Taos' role in the development of seminal American art. The Harwood Museum has nine exhibition galleries, four of which are dedicated to changing exhibitions that reinforce the museum's mission. The permanent collection galleries focus on the key art influences relevant to Taos and northern New Mexico, featuring Hispano Traditional arts, Taos Society of Artists, Taos Moderns, and Contemporary. Among its most noteworthy collections are a permanent installation of seven works by Agnes Martin (1912-2004) and *Death Shrine* by Ken Price (1935-2012). The Harwood is a cultural leader in the community and the state, and the educational programs are developed collaboratively with local schools and the community.

Position Summary

Under general supervision coordinates and oversees the Harwood Museum of Art of the University of New Mexico's collections, acquisitions, documentation, housing, use, preservation, disposition, and maintenance. Receives, prepares, and catalogs new materials; coordinates and organizes exhibition related movement of objects, including packing, shipping, and insurance for collections exhibitions and incoming and outgoing loans to/from the Museum. Coordinates access to collection for study, teaching, and research. Coordinates and facilitates ongoing reports to track maintenance activity and updates to the database of collection contents. Coordinates publicity and publications related to the collection and exhibitions including copyright permissions and images. May supervise museum personnel, volunteers, and/or students.

Duties and Responsibilities

1. Performs inventorying, processing, packing, repacking, cataloguing, transportation, storage, and preventive conservation of existing and new museum/gallery collections and/or museum loans.
2. Develops and maintains databases of collection items; compiles and verifies collection documents, to include both manual and computerized records and forms.
3. Coordinates database migrations, updates, development of metadata and digitization of the collection. Prepares checklists and database reports for curators, researchers, faculty, and students.
4. Coordinates incoming and outgoing loan agreements, shipping, and transport of artwork.
5. Coordinates and negotiates copyright permissions for collections and exhibition publications, archives, publicity, marketing, catalogues, websites, e-communication, and related uses.
6. Prepares collection materials for loan, research, and educational purposes, as required.
7. Participates in the coordination of outreach programs and public relations events related to the collection, as appropriate.
8. Performs archival research on collection materials and/or artifacts for inclusion in records and databases in coordination with Collections Manager, Curators, and Director.
9. Provides information and consultation to external constituencies and/or the general public on matters pertaining to the collection; may participate in professional meetings and may present papers regarding the collection.
10. Assists as directed in researching and developing departmental reports and grant applications for special projects; prepares work estimates for budget proposals as appropriate.
11. Participates in departmental meetings and serves on working committees; collaborates with other staff members in long range planning.

12. Coordinates and facilitates access to artwork for study, exhibition, and research, and coordinates the conservation, preservation, and preparation of artwork. Coordinates preparation of artwork with museum preparatorial staff in order to assure preservation of artwork and maintenance of museum standards.
13. May supervise the work of staff, assistants, students and/or volunteers engaged in collection management and related activities.
14. Performs miscellaneous job-related duties as assigned.

Minimum Job Requirements

- Bachelor's degree; at least 3 years of experience directly related to the duties and responsibilities specified.
- Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.

Knowledge, Skills, and Abilities Required

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Skill in the configuration and use of computerized database programs.
- Knowledge of conservation and preservation techniques and/or procedures for museum collections.
- Knowledge of art and art history including identification of specific types of art works.
- Strong interpersonal skills and ability to deal effectively in a team environment.
- Skill in organizing resources and establishing priorities.
- Ability to coordinate and organize meetings and/or special events.
- Ability to analyze project requirements and prepare work estimates.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of museum policies, practices, and procedures.
- Knowledge of research methodology, principles and procedures.
- Ability to gather data, compile information, and prepare reports.
- Knowledge of budgeting, cost estimating, and fiscal management principles and procedures.
- Skill in budget preparation and fiscal management of project budgets.

Distinguishing Characteristics

Position requires: a) Overall management of museum collections and loans; b) performing inventorying, processing, cataloguing, transportation, storage and conservation of museum/gallery collections c) developing and maintaining databases of collection items; d) providing information and consultation to external constituencies; and e) coordinating outreach programs, publicity, publications and events related to the museum including copyright permissions.

Preferred Experience

- Working knowledge of Collections Management database, especially TMS/ Gallery Systems
- Experience working in fine art collections including paintings, works on paper, three dimensional works
- Understanding of museum best practices

Working Conditions and Physical Effort

- Work may be performed in an office environment, museum environment or field environment.
- No or very limited exposure to physical risk.
- Moderate physical activity. Requires handling of average-weight objects up to 25 pounds and/or standing and/or walking an average of four (4) hours per day.

The University of New Mexico provides all training required by OSHA to ensure employee safety.

Apply through UNM Jobs

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