

Nicolaysen Art Museum

Museum Coordinator

Open until filled

POSITION TITLE:

Museum Coordinator

REPORTS TO:

Curator of Art

JOB BRIEF:

The Museum Coordinator will assist with preparation of artworks for exhibition, including packing, unpacking, preparation of galleries, and coordinating programs and events as needed. Maintain all areas of the Permanent Collection and collections records. This position will also support the Museum's visitor facing line, with day-to-day operations.

This job requires a friendly, helpful demeanor and a diligent sense of responsibility. This job would be best suited for someone with a professional, welcoming attitude and an ability to multitask and be flexible.

This is a part-time, hourly position. Additional hours may be required during special events.

ESSENTIAL JOB FUNCTIONS:

- Coordinate with Curator to prepare objects and artwork for exhibition, install and de-install exhibitions and collections.
- Prepare exhibition spaces and galleries for installation.
- Assist with packing and unpacking, delivery of artwork from the permanent collection, and temporary exhibitions.
- Assist with the storage, maintenance and exhibition of permanent collection including inventory, maintenance and management of conservation, and installation supplies and equipment.
- Assist with documentation and data entry of permanent collections.
- Assist with coordination of documents, condition reports, and loan agreements
- Assist with planning and organization of special events, relating to exhibitions and programs.
- Assist with developing and maintaining technology related to exhibitions and interpretive programs.
- Assist Curator in developing permanent collection exhibitions.
- Assist with opening and closing.
- Welcome Museum visitors at the front desk and provide an orientation to the facility.
- Collect and record demographic data on visitors.
- Provide visitor assistance in the Discovery Center and gift shop, as needed.
- Complete sales transactions and handle admissions, membership sales, and gift shop sales.
- Complete daily report summaries for admissions and operations.
- Interact with visitors and encourage them to participate in exhibit and educational activities.
- Support the museum in all areas including exhibitions, education and public engagement, as needed.
- Collaborate with senior staff as needed.
- Open and close the facility, exhibits and gift shop as needed.
- Light cleaning and pick-up as needed.
- Set-up and take down tables and chairs for events.
- Liaise with volunteers and volunteer groups.
- Occasionally perform receptionist duties as needed; filing, copying, mailers, etc.
- Other duties as assigned.

REQUIRED QUALIFICATIONS:

Able to lift twenty-five pounds. Able to work extensively with public. Able to work weekends and/or evenings. Ability to work with staff to provide a wide range of general support in areas of exhibitions and collections management, preparation and interpretation. Ability to coordinate and maintain technical components related to exhibition, interpretation and education programs. Ability to properly handle art and maneuver art transport materials. Ability to conceptualize and organize exhibitions and programs. General organizational skills.

PREFERRED QUALIFICATIONS:

Exceptional customer service skills; experience working individually and with a team to complete a project.

BA and museum experience preferred.

COMPETENCIES/SKILLS:

Basic computer skills. Experience using cash register. Computer literacy is essential. Knowledge of proper art handling procedures; and knowledge of museum best practices and collections management.

EQUIPMENT USED:

Cash register, credit card approval machine, phone system, computer, printer, copier, power tools, ladders, hydraulic lift.

How to Apply:

Please submit a cover letter, resume, and three references to Andy Couch, Executive Director, at andy@thenic.org No drop-in inquiries. Open until filled.