Seeking Part Time Project Assistant for NHCC Art Museum Digitization Project

This position is a part-time, grant funded, multi-year position with the NHCC Visual Arts Program. The Project Assistant will assist with all elements of the project to digitize the NHCC Art Museum’s permanent collection which includes: data entry in the collections management system, The Museum System (TMS); assisting with handling of collection; flatbed scanning of archival documents, Optical Character Recognition (OCR) conversion, and implementation of accessibility tools; flatbed scanning of appropriately sized two dimensional (2D) materials (archival documents, works on paper, photographs); assigning administrative metadata to project-created digital files; and securing copyright permissions. The Assistant will take photos of the digitized collection and create condition reports. The Assistant will need to have knowledge of Hispanic art, its themes, and art history. The project assistant will work closely with the Head Registrar and will be supervised by Jadira Gurulé, Visual Arts Program Manager. The Assistant will attend weekly meetings with the project team and be responsible for a monthly progress report.

Qualifications
♦ Must be comfortable lifting at least 50 pounds
♦ Experienced in object and art handling
♦ Must be familiar with The Museum System (TMS), EMuseum and Microsoft Office
♦ Must understand digitization guidelines and best practices
♦ Comfortable with metadata and database management
♦ Educated in museum studies, collections management and/or archival management
♦ Knowledge of Hispanic art history

Please email resume and cover letter to Jadira Gurulé at jadira.gurule@dca.nm.gov by August 18, 2023 for best consideration.

For questions, please contact Jadira Gurulé jadira.gurule@dca.nm.gov.

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