

<b>Title of Position *</b>	Part Time Office Assistant
<b>Institution *</b>	Carrabba Conservation Inc.
<b>Position Location: City &amp; State *</b>	Austin, TX
<b>Position Closing Date</b>	
<b>About the Institution</b>	Carrabba Conservation provides conservation and preservation services for cultural materials on paper such as historic archives, maps, works of art on paper and family ephemera. Our clients include museums, libraries, art collections, government archives and private clients.
<b>Institution Website Address</b>	<a href="http://www.carrabbaconservation.com">http://www.carrabbaconservation.com</a>
<b>Summary of Responsibilities</b>	Under the supervision of the Head Paper Conservator, the successful candidate will manage data related to incoming and outgoing projects. Work includes written and photo documentation and editing, preparation of reports, tracking the movement of projects internally, and conducting research on a broad range of fine art and historical objects. Assist with other administrative functions as needed.
<b>Required Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in a Humanities field such as Museum Studies, Art History, or a related field with three to five years of experience or equivalent.</li> <li>• Proficiency in FileMaker Pro, Adobe Photoshop and Acrobat, Microsoft Office.</li> <li>• Strong interpersonal and written communication skills.</li> <li>• Detail-oriented with strong organizational skills.</li> </ul> <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> <li>• Master's degree in Information and Library Science, Business Administration or related field.</li> <li>• Technical report writing and editing proficiency.</li> </ul>
<b>Compensation</b>	Salary commensurate with experience.
<b>Apply at this Website:</b>	
<b>Apply with this email:</b>	<a href="mailto:office@austin.rr.com">office@austin.rr.com</a>
<b>Special Instructions to Apply:</b>	Submit a resume, cover letter, and list of references to <a href="mailto:office@austin.rr.com">office@austin.rr.com</a> . This is a security sensitive position. All candidates will be subject to a background check.

