
Title of Position *	Collections Assistant – Part Time
Institution *	UMLAUF Sculpture Garden & Museum
Position Location: City & State *	Austin, Texas
Position Closing Date	<u>Wednesday, November 1, 2017</u>

About the Institution

The UMLAUF Sculpture Garden & Museum, founded in 1991, is a nonprofit organization that exhibits the work of Charles Umlauf, his influences, and other contemporary sculptors in a natural setting. The institution provides educational experiences that encourage the appreciation of sculpture for all ages. We provide art-in-education programs to at-risk youth; touch-tours for visually impaired and special needs; and free tours for every public- school child. The UMLAUF is a 501(c)(3) nonprofit organization.

Institution Website Address

<http://umlaufsculpture.org>

Summary of Responsibilities

Duties:

- 20 hours/week, contract worker, 1 year (probationary review @ 3 months)
 - Reports to Curator
 - Responsible for safety and maintenance of artwork records & archives, using PastPerfect, Filemaker, Excel and other software
 - Photograph and process digital images
 - Coordinate digital image library and collection photography needs
 - Assist with collections and exhibition programs, including negotiating terms and coordinating with lenders, service providers, and borrowing institutions and generating loan forms
 - Maintain databases, spreadsheets, and image files for permanent collection and loaned objects
 - Create detailed Condition Reports for artworks with detailed photographic documentation
 - Assist in handling, packing, transporting, & inspection of objects entering or leaving UMLAUF
 - Research and write for public information, including contributions for press releases, publicity for exhibitions, gallery texts, newsletters, and exhibition announcements as assigned
 - Proofread, edit UMLAUF written material
 - Handle art objects (paper, ceramic, bronze, stone, etc.) according to museum standards
 - Travel as required to view and/or pack art objects borrowed for exhibitions
 - Assist with development and implementation of emergency/disaster preparedness plan
 - Be prepared to offer museum and garden tours (occasional)
 - Be versed in UMLAUF mission and all programming, Charles Umlauf's art & life; keep current on exhibitions statewide; comportment and dress as representative of UMLAUF
 - Perform related duties as assigned, including off-premises errands, research/assignments
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Required Qualifications

Requirements:

- B.A. or B.S. in Art or Art History, Museum Studies, or Information Sciences/Technology
- M.A. in Art History, Museum Studies or Information Sciences (preferred)
- 2 years' experience cataloguing, photographing, and documenting art objects
- Extensive knowledge of and experience with collections management and digital asset management systems

- Knowledge of museum collection and exhibition policies, practices, and procedures
- Knowledge of nomenclature, metadata standards, best practices in conservation, object handling, and museum legal and ethical issues
- Facility with PastPerfect (preferred)
- Comfortable with both Windows and Mac platforms
- Experience with web design
- Extensive experience with Filemaker & Adobe Creative Suite (Photoshop, Acrobat, Illustrator, InDesign)
- Excellent writing and communication skills

Compensation

Part-Time, 20 hours/week, 1 year appt., contract worker, hourly rate

Apply at this Website:

Apply with this email:

curator@umlaufsculpture.org

Special Instructions to Apply:

Please email cover letter stating interest and experience, resume, and a list of 3 references to the UMLAUF Curator @
curator@umlaufsculpture.org
