
Title of Position *	Publications and Registration Assistant
Institution *	Meadows Museum
Position Location: City & State *	Dallas, TX
Position Closing Date	

About the Institution	meadowsmuseumdallas.org
Institution Website Address	

Summary of Responsibilities

The Meadows Museum at Southern Methodist University seeks a part-time Publications and Registration Assistant.

Responsibilities include:

Rights and Reproductions: Coordinate all outgoing rights and reproductions requests across different departments within the museum (including publications, exhibitions, marketing, education, and shop) and negotiate these requests with outside museums and institutions. Keep an up-to-date log of outstanding payments, manage rights clearance contacts, and file and process invoices related to rights requests.

Editorial Assistance: Assist in the production of the museum's biannual members' magazine, *At The Meadows*, including organizing image files, writing captions, coordinating proofs, and tracking and mailing out complimentary copies.

Collections/Registration Assistance: Prepare object files for new works entering the museum collections. Close out loan and rights and reproductions paperwork, including updating physical object files and scanning and importing data into the museum's content management database.

Filing and Cataloging: Archive and move exhibition files, maintain files, library inventory, and catalog inventory.

Other duties as assigned.

Required Qualifications

Education and Experience:

Bachelor of Arts degree is required, preference for a degree in Art History, Museum Studies, and/or English.

Knowledge, Skills, and Abilities:

Candidate must have excellent organizational skills, have the ability to adapt to and maintain organizational and filing systems already in place, including both physical systems (hard copy files) and digital (databases and spreadsheets).

Candidate must be proficient in Microsoft Office (MS Word, Excel, PowerPoint, and Outlook), preference for familiarity with Adobe Creative Suite (InDesign, Photoshop) and/or familiarity with a relationship database (such as Microsoft Access or FileMaker).

Candidate must be detail-oriented with the ability to balance long-term projects with shorter deadline-driven assignments.

Candidate must have strong verbal and written communication skills. Ability to speak, read, and write in Spanish is preferred but not required.

Compensation

\$18/hr

Apply at this Website:

https://kelly.secure.force.com/CandidateExperience/CandExpJobDetails?id=a7V8000000TP6rEAG&searchFlag=true&tid=KS_JWFindJob

Apply with this email:

Special Instructions to Apply:
