

## ANCHORAGE MUSEUM ASSOCIATION

Title: Collections Technician

Reports To: Director of Collection

FLSA Status: Non-Exempt

EEO Class: Clerical

Approved by: Museum Director/CEO

*The Anchorage Museum connects people, expands perspectives, and encourages global dialog about the North and its distinct environment. Exploring the intersection of art, history and science, the Anchorage Museum shares multiple perspectives and experiences that tell a greater story.*

*We welcome diverse perspectives and recognize all are enriched when a diversity of voices, viewpoints, and skills are included and engaged in the work we do.*

### **Summary Position Statement**

Under the general supervision of the Director of Collections, this position assists members of the Collections Department with care and maintenance of the Museum's collection (artworks, artifacts, objects and archives), exhibition installation, and other duties related to management and care of the collection, in addition to making the collection accessible to researchers and the public.

### **Essential Functions**

- Assist with maintenance and preservation of the collection
- Data entry and maintenance of collections database
- Manage images, including rights research for images and obtaining artists permissions

### **Non-Essential Functions**

- Assist with preparation, installation, and packing of exhibitions, as needed
- Support access to the collection, as needed
- Other duties as assigned

### **Knowledge, Skills and Abilities**

#### *Knowledge:*

- Knowledge of and skill in handling objects and artwork

#### *Abilities:*

- Detail-oriented and able to accurately input information into computer systems
- Ability and skill in the use of computer systems and applications, including knowledge of collections database systems
- Ability to proficiently communicate in English, both verbal and written
- Ability to plan and organize work to meet schedules and timelines

- Ability to work effectively as part of a team
- Ability to work in a fast-paced environment with demonstrated ability to prioritize multiple, competing tasks and demands and to seek supervisory assistance as appropriate
- Ability to work in a multicultural environment

### **Qualifications**

- Bachelor's degree in anthropology, museum studies, history, art, art history or related field
- One year of experience working in a museum

### **Employee Expectations**

As an AMA employee, the incumbent is expected to model the following traits:

- Foster and maintain open communication and collaboration and actively engage in the exchange of ideas and maintaining constructive relationships.
- Initiative and creativity in all aspects of the position.
- Lead by example by maintaining a high standard of professional ethics and conduct at all times.
- Treat everyone with dignity and respect at all times.
- Support and uphold the policies, procedures of the AMA

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; talk or hear. The employee is regularly required to stand; walk; and occasionally required to stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are typical of an office environment and representative of those an employee encounters while performing the

essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.