Newark Museum Association

Title: Part Time Research Associate

Location (address, city, state): Newark, NJ

Job Type: Part-time

Compensation Type: Hourly Wage (optional): TBD

Start Date: ASAP Close Date: 5/2/2017

Job Description:
The Research Associate provides assistance with work in the American Art department, which will include research and administrative support for upcoming publications, exhibitions and permanent gallery rotations.

Primary Responsibilities:
- Primary duties will be assisting Curator of American Art with the development and preparation of upcoming publications documenting the American Art and the Native American Art collections.
- Additional duties will include researching the permanent collection using objects collection database (ARGUS) as well as libraries and archives in the greater NYC area.
- Additional duties will include maintaining checklists and drafting label copy for upcoming exhibitions and installations in American Art galleries.
- Additional duties will include updating ARGUS, entering newly researched information on Native American collection into the database.

Qualifications:
A completed Master’s degree or Master’s degree in process in art history, fine arts or other relevant field of specialization is strongly preferred. Candidates should have a broad knowledge of modern and contemporary American art and an interest in Native American art; graduate-level specialization in American art history is preferred. Candidate should be familiar with museum cataloguing standards and conventions. Experience with ARGUS museum cataloguing database or similar database is preferred. Candidate should also have experience in the proper care, handling and storage of works of art.

Interested candidates should submit resume and letter of interest to:

Human Resources
Newark Museum
49 Washington Street
Newark, NJ 07102
Email: humanresources@newarkmuseum.org
Disclaimer Information

About the organization:

Since its founding in 1909, The Newark Museum has been guided by a commitment to building major collections, as well as a commitment to educating the public and serving the community. The Museum features over eight galleries and houses one of the most extensive collections of American art - paintings, sculpture and decorative objects spanning three centuries. In addition, the Museum contains impressive holdings of African art, Classical art, European and American decorative arts and arts of Asia, including the largest collection of Tibetan art in the Western Hemisphere. The Museum complex is also made up of the Victorian Ballantine House, a National Historic Landmark built in 1885, the Alice and Leonard Dreyfuss Planetarium, the Alice Ransom Memorial Garden, site of contemporary outdoor sculpture, an authentic one-room school house (circa 1784), and the Newark Fire Museum. The newest addition to the Museum will be a 5,000 square-foot natural science exhibit Dynamic Earth: Revealing Nature's Secrets, opening in November 2002. Disclaimer information: