



INDIANA UNIVERSITY

MUSEUM OF ARCHAEOLOGY
AND ANTHROPOLOGY

Job ID: 312928

Position Title: Collections Manager: Ethnography

Department Name: IU Museum of Archaeology and Anthropology (IUMAA)

Role Descriptor: Museum Registrar

Department ID: BL-MAA

Supervisor's Title: Director of Curatorial Affairs

Salary: \$50,000-\$60,000

Job Summary:

The Collections Manager, Ethnography (Manager) is a full-time exempt position that is a member of the curatorial and collections team. The Manager will be a dynamic museum professional with experience in collections management, conservation and care, inventory, environmental monitoring, and community centered consultations. The Manager will work collaboratively with the Collections Manager: Archaeology, Museum Registrar, the curatorial team, descendant communities, IU NAGPRA, and IU faculty to build collections access policies/procedures, research pathways, and active consultations procedures for the diverse ethnographic collections. The person in this position will bring a passion and dedication for collections care, ensuring descendant community requests are honored, respected and integrated collection management procedures for the associated items.

The Collections Manager: Ethnography partners interdepartmentally and across disciplines to manage collections and support research, curation, the development of collections access policies, repatriation, and the implementation of shared-stewardship and culturally conscious conservation models in the ethnographic collections. This position reports directly to The Director of Curatorial Affairs, and closely collaborates with the Executive Director, Museum Registrar, and the grant writing and external communications department. This position will also work closely with operations, the learning and community engagement team and with students.

Responsibilities:

- Manage all ethnographic storage areas (on and off-site) at a high professional standard of safety, cleanliness, artifact storage, and organization.
- Assist with documenting and cataloging ethnographic artifacts using digital cataloging systems, including dimensions, condition reports, and photography.
- Update and maintain detailed and accessible records on the Museum's past and current outreach, notification, consultation, and repatriation processes with Indigenous communities (NAGPRA/non-NAGPRA/international). The position

shall work with department staff as necessary to create procedures that maintain intellectual control of this information.

- Implement policies and procedures for repatriations, acquisition, deaccessions, cataloging, handling, storage, and maintenance of ethnographic collections.
- Ensure compliance with ethical and legal standards for the repatriation, acquisition, and management of cultural materials.
- Maintain accurate and comprehensive records of collections, adhering to museum standards, stewardship policies, and practices.
- Collaborate with curators, conservation specialists, and descendant communities to assess and address the conservation and stewardship needs of the collection.
- Develop and implement strategies to mitigate environmental risks, prevent deterioration, and align with the stewardship protocols and guidelines indicated by the descendant community - if applicable.
- Support the interpretive planning team, curators, exhibit designers, and educators to develop innovative, engaging, and dynamic exhibitions and displays as needed.
- Assist in the selection and arrangement of artifacts, interpretive materials, and multimedia elements within the ethnographic collections.
- Provide access to collections for descendant communities, tribal consultants, IU NAGPRA, researchers, scholars, and students in alignment with the goals of the Museum and the collection access policies.
- Partner with the Museum Registrar to manage the loan of ethnographic artifacts to internally and/or externally to other institutions, ensuring proper documentation, handling, and transportation.
- Collaborate with other museums, cultural organizations, and indigenous communities to enhance collections management policies and procedures.
- Approach the management of ethnographic collections with cultural sensitivity and awareness of the ethical considerations involved in working with culturally sensitive materials and communities harmed by the Museum, and the colonial legacy of anthropology, archeology, academia, and the museum field at large.
- Collaborate with the learning and community engagement team to support scholarly and public engagement by sharing insights on collections as needed.
- Partner with the Learning and Engagement Manager to support part-time, practicum, and student workers professional growth at the museum while also meeting their work deliverables in collections.
- Train and supervise collections assistants, interns, and volunteers in all routine collections and curation activities.

Skills and Knowledge:

- Bachelor's degree (Master's preferred) in anthropology, museum studies, collections management, cultural studies, or related field with a focus on ethnography
- Minimum 3 years' experience in a museum, library, archive, cultural center, or similar organization with a focus on collections management/stewardship and/or repatriation.
- Demonstrated experience with documentation review and management practices including a basic understanding of digital asset management and registration practices.
- Demonstrated experience with collections care, stewardship, and management of diverse and expansive international ethnographic collection.
- Understanding of U.S. domestic laws relating to museums, repatriation, museum collections, and/or international repatriation laws.
- Demonstrated understanding of the colonial legacy of museums, anthropology, and academia and the complexity of colonization's impact on Indigenous communities (domestic and international).
- Demonstrated experience working directly with Indigenous communities, navigating colonial histories and (re)building sustainable transparent relationships.
- Experience in assisting with culturally complex, sensitive, or confidential projects - including a demonstrated ability to listen and deal empathetically with a wide range of people and cultural groups.
- Understanding of equity, inclusion, access, and racial/culturally just practices within museums.
- Demonstrated experience and ability to achieve deliverables while working collaboratively and independently without close supervision within tight deadlines.
- Collaborative and autonomous approach with a focus on keeping the entire team updated.

To Apply:

- Review the job description and then click on "Apply for Job" to begin your application.
- Non-IU employees will need to sign in to access your account. If you do not already have an account, click on "Register Now" to create an account. Current IU employees will be recognized through CAS Authorization.
- Complete the application process.
- https://hrms.indiana.edu/psp/PH1PRD_PUB/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_JBPST_FL&Action=U&FOCUS=Applicant&SiteId=1&JobOpeningId=312928&PostingSeq=1