JOB ANNOUNCEMENT

Title: Museum Specialist

Location: Tucson, Arizona, Western Archeological and Conservation Center, 255 N. Commerce Park Loop
Salary Rate: $20/hour
Classification: Non-exempt, full-time
Start Date: Immediately
Position open until filled.

Benefits: Paid Time Off (200 hours annually with additional hours each year), health insurance, free employee vision plan, optional dental plan (50% subsidized), 401k plan with 20% employer match, life insurance, short term and long term disability insurance

Archaeology Southwest:
Founded in 1989, Archaeology Southwest is a private 501(c)(3) nonprofit organization based in Tucson, Arizona, on the homelands of the Tohono O’odham and the Pascua Yaqui. We practice Preservation Archaeology, a holistic and conservation-based approach to exploring and protecting heritage places while also honoring the diverse values these places hold for people. We are committed to real and ongoing collaboration with Tribes in all areas of our work. In our workplace and activities, we strive for inclusion across race, gender, age, religion, and identity. For more information, please visit www.archaeologysouthwest.org.

Position Description:
Archaeology Southwest is looking for a Museum Specialist to work at the Western Archeological and Conservation Center (WACC), a division of the National Park Service (NPS). The successful candidate will be involved in research, collection processing, cataloging, rehousing and data entry for materials housed at WACC including archeological and historical objects and natural history specimens. The position also includes supervision and training of students employed by Archaeology Southwest at WACC. Training in museum procedures and NPS standards will be provided by NPS museum program staff.

This position is located at the WACC, 255 N. Commerce Park Loop (west of the I-10 and north of Congress St.) in Tucson, Arizona. WACC is readily accessible via bus and downtown shuttle routes. The work is at a federal facility, but you will be an employee of Archaeology Southwest, not a federal employee.

This position is 40 hours per week between the hours of 8:00 am and 4:30 pm, Monday - Friday. The position is funding dependent and may be extended beyond one year if funding is available and the employee maintains satisfactory performance.

The duties include, but are not limited to:
Provide assistance to NPS staff and ASW students working at the facility in performing tasks such as research, data entry, IPM, cataloging, labeling, and storing items in the WACC repository.
Teaching students the above identified processes and others as assigned.
Assigning work to students based on project funding streams, checking student task logs and timesheets for accurate charges to multiple accounts. Coaching and monitoring of students and tracking management of project progress to achieve timely completion.
Applicant will be required to use the NPS Interior Collections Management System (ICMS) and subsequent database programs. Training will be provided.
Perform work in proximity to human remains and funerary objects.
Some of the work will require sitting for extended periods of time, climbing a rolling ladder up to 10-ft high, using a Work-Assist-Vehicle (WAV machine), and the ability to lift boxes up to 25 lbs. overhead.
Perform other duties as requested.

**Required qualifications:**
- Detail oriented
- Familiar with Microsoft Word and Excel
- Type with moderate speed and accuracy via computer
- Communicate clearly and effectively, both orally and in writing
- Ability to lift and carry boxes up to 25 lbs. in weight
- Fingerprint based background check is required
- Experience or coursework in museum studies, archaeology, anthropology, history, or related field

**Preferred qualifications:**
- Supervisory experience
- Interest in museum work, prehistoric cultures of the southwest, American history, artifact identification, and collection management
- Experience or coursework in laboratory or field methods
- Experience with museum documentation methods
- Experience with Collection Management software systems

**Non-discrimination Statement**
It is the policy of Archaeology Southwest to consider all applicants for employment and all employees for placement, development programs, job assignments, transfers, promotions, and any other status change without regard to race, color, religion, sexual orientation, age, national origin, ancestry, gender, disability, citizenship, ethnicity, marital status, familial status, gender identity, economic circumstances, and/or veteran status. This policy equally applies to all volunteer opportunities and to the delivery of Archaeology Southwest programs and services.

**To apply, please submit a cover letter, 2-3 references, and a CV or resume to:**
Linda Pierce, Deputy Director
Archaeology Southwest
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Tucson, AZ 85701
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