



THE UNIVERSITY OF  
**TENNESSEE**  
KNOXVILLE

## **Collections Department Graduate Assistant**

### **Supervisor**

Registrar, Adriane Tafoya

### **Job Description**

The Collections Department Graduate Assistant (GA) provides support to the museum Registrar assisting with routine department duties and special projects including but not limited to responding to internal and external requests and inquiries pertaining to the collections, assisting with collections-based projects, and general office tasks.

### **Duties**

- Assist with object retrievals from storage
- Assist with object preparations for viewing
- Respond to requests for objects with status, updates, and/or scheduling
- Conduct data entry in the collections database
- Conduct object inventories
- Assist with object storage rehousing projects
- Assist with object digitization and/or photography projects
- Assist with creating and/or clean-up of electronic and paper files
- Assist with archiving paper and electronic files
- Assist with exhibition and/or gallery changes

### **Required qualifications**

- Currently pursuing a graduate degree at UT in any field related to the McClung's collections
- Outstanding written and verbal communication
- Strong computer skills using Microsoft Office
- Strong organizational and time management skills
- Ability to work independently and in collaboration with others
- Fluency in spoken and written English as demonstrated in application materials and interview

### **Preferred qualifications**

- Previous experience in museums or similar environments
- Object handling experience or knowledge of preventative conservation methods
- Experience with relational databases



Smithsonian Affiliations

**McClung Museum of Natural History & Culture**

1327 Circle Park Drive Knoxville, TN 37996

865-974-2144 865-974-3827 fax mcclungmuseum.utk.edu



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- Experience using digital scanning equipment and/or digital cameras

### **Schedule**

- Maximum of 20-hours per week, no less than 4-hours/day, and aligned with the Registrar's schedule of: Monday-Friday, 8:30-5:00.

### **Physical requirements**

- Physical labor (i.e. climb a ladder, lift at least 20 lbs., bend/squat/stretch to access storage shelves), and/or long periods of sitting at a desk working on a computer.

### **Application instructions**

- Send cover letter, current CV/resume and two work or academic references to Adriane Tafoya, [atafoya@utk.edu](mailto:atafoya@utk.edu).