

Curatorial Cataloguer

The Historic New Orleans Collection (THNOC) is a museum, research center, and publisher dedicated to the study and preservation of the history and culture of New Orleans and the Gulf South region. THNOC is a collection of over 35,000 library items, more than two miles of documents and manuscripts, and over 350,000 photographs, prints, drawings, paintings, and other artifacts. The Collection is currently accepting résumés for the position of Curatorial Cataloguer.

The Curatorial Cataloguer assists in the care and description of diverse cultural objects. This position reports to the Associate Director, WRC, and handles and creates descriptive records for accessioned works of art (including but not limited to paintings, sculpture, prints, and drawings), photographs and other visual media, furniture, silver, jewelry, textiles, and material culture artifacts in THNOC's M3 collection management database.

The ideal candidate must have an ALA-accredited MLS or MLIS degree, or an MA or MFA in art history or a related degree, and at least two years of professional experience in the arrangement, description, and housing of pictorial or object collections in a museum or research setting. The successful candidate must also have demonstrated knowledge of object handling, cataloging, and housing best practices, experience using collection management databases, exceptional interpersonal and communication skills, and proven research and organization skills with an ability to be detail oriented. Prefer capability with French or Spanish languages.

This is a full-time position working Tuesdays through Saturdays. The Collection offers a competitive salary, exceptional benefits, and a dynamic, educational culture.

For consideration, please submit your resume and cover letter to jobs@hnoc.org by Friday, December 5, 2014.

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