

DRURY UNIVERSITY STUDENT JOB DESCRIPTION

JOB TITLE: Art Collection Inventory Assistant

DEPARTMENT: Olin Library

DATE: 06-29-2017

SCHEDULE: 6 hrs per week during 8-5 M-F

REPORTING SUPERVISOR: Art Collection Curator

FLSA: non-exempt

IPEDS:

JOB FUNCTION: Assist the curator with managing Drury's permanent art collection.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

***Percentage
of Time***

Frequency

Description

	<i>Percentage of Time</i>	<i>Frequency</i>		<i>Description</i>
1	20%	Ongoing	Weekly	Accompany curator to various buildings on campus to locate art belonging to the university. Take notes on location and condition.
2	20%	Ongoing	Weekly	Enter inventory information from notebooks to spreadsheet and Omeka database as objects are accounted for. Update all as necessary.
3	10%	Ongoing	Weekly	Research artists and works in the collection to add knowledge to the Omeka database.
4	10%	Ongoing	Weekly	Help photograph works as documentation. Manage photos.
5	10%	Ongoing	Weekly	Compare notes and photos with 1993 inventory notebooks and old inventory sheets to solve mysteries.
6	10%	As needed		Move artworks from one location to another when necessary.
7	20%	As needed		Help clean and refresh artworks as they come back from offices and write condition reports.

MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be detail-oriented.
2. Must be able to type.
3. Must be familiar with Microsoft Excel.
4. Must be able to acquire basic knowledge of digital image file management, and file management in general.
5. Must be able to write well and verbally describe visual objects.
6. Available to work a minimum of 6 hours per week.
7. Must be a regular, full-time day school student, enrolled in at least 12 hours per semester.
8. Domestic students must have completed a FAFSA form (Financial Aid) for the current academic year.

PHYSICAL REQUIREMENTS:

1. Must be able to ambulate to all locations on campus and in all buildings.
2. Should be able to tolerate dust and mold.
3. Must be able to lift and carry objects weighing as much as 25 lb.

WORK CONDITIONS:

Work condition will vary from building to building. All data entry and inventory notebook work will occur in an office with clean conditions in the lower level of the library under fluorescent light. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.