



Job Description

Job Title: The Andrew W. Mellon Fellowship

Location: Heard Museum Phoenix

Paid Fellowship: Yes, contract wage

Time Required: 28 hours per week

Job Description Summary:

The Heard Museum is offering a paid nine-month fellowship program for those with an interest in American Indian art and culture who want to learn about museum collections management, collections care and conservation as it relates to Navajo textiles. The nine months will be broken into three, three-month sessions that provide a mentored orientation to collection care, interaction with Navajo weavers, textile specialists and conservators. Opportunities to attend a minimum of two key museum conferences will be provided.

The Heard Museum will be offering this program for three consecutive years. Successful applicants from years one or two may reapply for an additional fellowship year. Fellows will receive a contract wage equivalent to \$20 per hour at 28 hours per week, for 33 weeks, and the Heard will consider Fellows for ongoing employment at the Heard Museum as well as providing connections and references to the Fellows searching for employment or further education at other institutions.

Essential Duties and Responsibilities include, but are not limited to the following:

- Attend and participate in workshops and textile review sessions with Heard curatorial staff, academic partners and artists
- Actively participate in cleaning of textiles under the direction of museum curatorial staff and project partners
- Assist Curator of Collections, Registrar and other museum staff with needs relating to collections care and management, including but not limited to data management and data entry, object loan processing, packing, shipping and delivery
- Attend internal learning sessions, external conferences and meetings as approved by Curator of Collections
- Other duties relating to collections care and management as assigned

Employment Requirements:

Applicants must clear a background check. Fellows must be able to lift up to 25 pounds, push loaded object carts and climb ladders. Familiarity with computers and Microsoft Office software. Interpersonal office skills.



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Education:

Applicants need not have attended college but will have graduated high school.

Previous Experience:

A strong, demonstrated commitment to American Indian art or museums is important. Familiarity or interest in textiles and weaving practices, particularly Navajo textiles is a plus.

Organizational Responsibilities:

Identify the organizational reporting chain of jobs between this position and that of the Director & CEO.

Museum Director
Director of Curation
Curator of Collections
Mellon Fellowship

Decision Making:

Fellows are non-supervisory.

To Apply:

Email resumés to hr@heard.org. Deadline for applications is September 8, 2017. Finalists will be invited for an interview. Native Americans are encouraged to apply.

List Mellon Fellowship Currently Assigned:

Prepared by:

JB/DH