

Curatorial Assistant, Oriental Institute Museum The Oriental Institute, University of Chicago

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The University of Chicago's Oriental Institute is an internationally recognized research center for studying the archaeological and textual record of the ancient Near East, including Egypt and Nubia. A primary unit within the Institute is its Museum, which houses over 300,000 registered objects. To find out more visit: <https://oi.uchicago.edu/>

We currently seek applicants for the position of Curatorial Assistant, who reports to the Chief Curator of the Oriental Institute Museum.

The Curatorial Assistant maintains the museum office, and provides general support of other institutional staff on a project-by-project basis. Works with the Chief Curator and Preparation Departments on the development and installation of rotating special exhibits. Assists with label writing and/or graphic design work and printing for temporary and permanent exhibits. Maintains digital photographic archival and multimedia elements of the Oriental Institute's Integrated Database (IDB), and provides access to images for internal and external clients, often liaising with Photo, Registration, and Archives Departments. With appropriate training, plays an important role in the continued maintenance of data and images on the IDB and the maintaining of database standards. Supervises interns working with museum projects, especially digital photo archives and Integrated Database. As part of a social media team, maintains social media outlets including but not limited to facebook, Twitter, and YouTube. Potential for additional digital curation and multimedia projects depending on expertise and training.

Requirements: Bachelor's degree or higher in field related to collections required (advanced degree in related field preferred); Minimum of one year relevant experience; Knowledge of database management software preferred.

To apply for this position, please go to

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