

Carleton College

The Perlman Teaching Museum is accepting applications for a temporary position (up to four months) to upgrade and enhance the Carleton College Art Collection database of approximately 2200 objects in Embark. The ideal candidate will have experience with fine art collection management databases, preferably Embark, be detail oriented and able to work independently, under the supervision of the Perlman Teaching Museum Director, in consultation with other college staff including the Visual Resources curator, library and archives professionals.

Qualifications include art handling experience, familiarity with authority files and common data standards; ability to normalize data across fields, determine minimum data requirements and populate records according to these standards; to use excel or other spread sheets to edit data; basic knowledge of artistic techniques. Some photography is also required; image management of new digital files is integral to the project. The Database Specialist will work on-site directly with the Art Collection.

Application Instructions

If interested, apply online at <http://jobs.carleton.edu>. Please include a resume, cover letter, and the contact information for three references with your online application. Carleton College is an equal opportunity employer committed to excellence through diversity.