

**4.17 ASSISTANT RESEARCHER FOR NAGPRA GRANT
Collections and Information Access Center**



REPORTS TO: Registrar
SUPERVISES: None
STATUS: Limited Term, Part Time, Non-Exempt

OMCA CORE COMMITMENT

All staff embrace and advance the OMCA mission, values, and vision, and uphold OMCA core principles in their work, public interactions, working relationships, and efforts on behalf of the Museum and the people OMCA serves. This shared commitment helps build a relevant and sustainable future for OMCA. The core principles are:

- **Open optimism**... communicating, learning, experimenting, and working in new ways while upholding mutual respect, trust, transparency, and quality in our work
- **Mission minded**... embracing collective leadership for institutional success in the visitor experience, public engagement, financial sustainability, and relevancy for the future
- **Courageous collaborations**...integrating multiple viewpoints and talents through cross-disciplinary, cross-functional, and cooperative processes within the Museum and with our public and communities
- **Adaptive accountability**...demonstrating capacity to fulfill expectations while remaining responsive to the issues of our community and the ever changing environment in which we work

ROLE OF THE COLLECTIONS AND INFORMATION ACCESS CENTER

The Collections and Information Access Center manages the diverse collection holdings of OMCA, provides professional conservation, registration, and information access services, and coordinates with other Centers to contribute to the visitor experience and public engagement. The staff engage in collection management, collections environment and risk management, conservation, registration, information access, intellectual property management, and preparation of collection resources for various arenas of public access.

SUMMARY OF POSITION DUTIES AND RESPONSIBILITIES

The incumbent of this position is responsible for assisting with NAGPRA compliance of the Oakland Museum of California: implementing Federal law outlined in Native American Graves Protection and Repatriation Act (25 U.S.C. 3001 et seq.) and Final Regulations (43 CFR 10) as well as various general tasks to assist Registrars in tracking the Museum collections, including using collections management hardware and software to provide research, reference, generate lists of objects, update location changes, image/scan collection materials, enter and retrieve images and data, and perform spot inventories.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following reflects OMCA's definition of essential functions for this position, but does not restrict the tasks that may be assigned. OMCA may assign or reassign duties and responsibilities to this position at any time due to reasonable accommodation or other reasons.

Institutional Responsibilities

- Support the Museum's mission, values, vision, and core commitment to the visitor experience, community engagement, and institutional relevancy for the future;
- Contribute to and support the OMCA strategic plan, annual priorities, and institutional initiatives such as diversity advancement;
- Exercise leadership, the highest level of integrity, and professionalism in all aspects of work on behalf of OMCA and service to the public;
- Contribute creative ideas and propose solutions to support a proactive work environment;
- Contribute to a positive organizational culture based on mutual respect, a spirit of collegiality, cooperation, and openness to many perspectives;
- Work within guidelines for the prudent management of the OMCA annual budget and finances;
- Adhere to personnel policies and practices;
- Participate in a culture of ongoing learning, collaboration, innovation, creativity, and community engagement;
- Participate on and/or lead project teams as assigned; and,

- Participate in conversations and education about museum practices, standards, and trends that contribute to a 21st century museum in service to the public.

NAGPRA Research

- Responsible for the identification of culturally sensitive material subject to NAGPRA regulations: human remains, associated funerary objects, unassociated funerary objects, sacred objects and objects of cultural patrimony [25 U.S.C. 2001 (3)(a-d)].
- Responsible for maintenance and revisions of all documentation associated with the Inventory and Summary including Culturally Unidentifiable human remains pursuant to 43 CFR 10.9 (d)(2).
- Responsible for the identification and differentiation of Ownership, Control and Possession as regulated by NAGPRA and for the resultant communication between the Oakland Museum of California and federal agencies, professional organizations and other museums.

Collections Care

- Assist in the maintenance of Museum collections to ensure safe handling, storage, and display of artifacts, specimens and artworks;
- Assist in the registration of Museum collections, preparing, cataloging, and referencing Museum artifacts and specimens;
- Know and follow the Museum Collection Management Policy
- Practice proper techniques for safe handling, transportation, and storage of artifacts;
- Work with Conservators on periodic inspections of collections and collections' environments
- Be present and alert in collections areas when non-collection people are present there; and
- Be available for after-hours emergencies

Registration and Cataloging

- Maintain traditional and digital collection records;
- Provide information from collection records as needed;
- Scan and photograph prioritized collection materials, integrate images and data, perform data clean up, and update collections records with academic and educational content;
- Coordinate with staff to streamline requests for the use of collections data and images; and,
- Remain informed of collection management principles and procedures in the profession.

Administration

- Assist special collection project proposals;
- Maintain priorities;
- Participate in specific collection acquisition and storage projects;
- Handle, transport, and store museum collection materials;
- Research and organize academic and technical information;
- Summarize research findings into clear, concise written reports;
- Operate personal computer and specialized collection management computers and software;
- Make presentations to Museum visitors

QUALIFICATIONS

- Knowledge of NAGPRA law
- Standard collections management procedures and methods for handling and storing museum collections;
- Manual and automated filing;
- Collections management database systems and organizing data;
- Risk management guidelines;
- English, fluent in both spoken and written form; and,
- A secondary language, such as Spanish or Chinese, is desired.

Ability to:

- Remain informed of collection management principles and procedures in the profession;
- Work on multiple projects and with frequent interruptions;
- Establish and maintain positive relations with staff and the public;
- Commute between Museum off-site facilities;
- Climb ladders and lift up to 50 lbs;
- Process digital files, including photography, scanning, file migration, and archiving;
- Communicate effectively, both oral and written; and,
- Follow safe work practices.

EDUCATION AND EXPERIENCE

A combination of experience and education that demonstrates possession of the necessary knowledge and abilities for this position is required as noted:

- Bachelor's degree from an accredited college or university in Anthropology, Archaeology, Museum Studies, Native American Studies, or History.
- One to three years of experience working in a museum setting with artifact handling experience.
- NAGPRA implementation and consultation experience is preferred.
- Current knowledge of Federal laws and Regulations including the Native American Graves Protection and Repatriation Act (25 USC 3001 et seq.), 36 CFR 79: Curation of Federally-Owned and Administered Archaeological Collections, Antiquities Act (16 USC 431-433, Reservoir Salvage Act/ Archaeological and Historic Preservation Act (16 USC 469-469c), Archaeological Resource Protection Act (16 USC 470aa-mm) and National Historic Preservation Act (Sect 110, 16 USC 470h-2), practice obtained through membership in professional organizations, practical training, reading professional literature, and attendance at meetings, workshops and seminars.
- Participation in a National NAGPRA Training Seminar preferred.

PHYSICAL & MENTAL REQUIREMENTS

While performing the duties of this position, the employee is frequently required to do the following:

- Stand, sit, and walk for extended periods of time;
- Crouch, bend, and reach;
- Lift objects weighing up to 35 lbs.;
- Coordinate multiple tasks simultaneously;
- Collect, interpret, and/or analyze complex data and information;
- Utilize visual acuity to operate equipment, read technical information, and/or use a keyboard; and,
- Utilize hand and finger dexterity.

WORK ENVIRONMENT

While performing the duties of this position, the employee is frequently exposed to the following:

- Outdoor weather conditions – hot and cold seasonal conditions;
- Noise, such as groups of people working in enclosed areas;
- Cold temperatures associated with refrigerated areas;
- Dust and odors; and,
- Typical office environment.