



Part-time Collections Assistant

The Collections Assistant supports the mission of the Gadsden Arts Center & Museum by strengthening the accessibility and scholarly depth of the permanent collection. This position conducts audits of digitization and public access systems, establishes and refines metadata standards, ensures consistency across collection records, expands artist biographies, exhibition histories, and related scholarship. The ideal candidate is detail-oriented, research-driven, and committed to supporting a thriving nonprofit arts institution.

Part-Time Position: 8 hours/day, 1 day/week onsite

Hourly Pay: \$20 per hour (plus cost of living increase each year set by the cost-of-living index)

Reports To: Curator (weekly), Executive Director (overall)

Key Responsibilities

- Conduct digitization and public access audit: establish metadata consistency and develop internal metadata standards guide, audit image fields in CatalogIt, review public/private settings in CatalogIt
- Address missing scholarship and create Artist Research Index & Bibliographic reference repository: expand biographical summaries, bibliographies, exhibition chronologies, related institutional and educational activities
- Develop controlled keyword list and add subject keywords (themes, styles, movements): implement cross-referencing standards, conduct quantitative and qualitative analysis, cross-reference with mission and collecting policy
- Identify overrepresented artists and types of art, underrepresented artists, insufficient or out-of-date scholarship, duplication of objects, and condition concerns.
- Flag objects that meet deaccession criteria (condition, duplication, mission drift)
- Alongside the Curator, report the year end findings to the Collections Committee
- Submit year end progress reports with specified deliverables for review by the Director and Curator.

Required Qualifications

- B.A. in Anthropology, Archaeology, Art History, History, Library Science, Museum Studies, or related field
- Strong communication, research, writing, and organizational skills
- Conduct all business of the Gadsden Arts Center & Museum in an honest, collegial, and ethical manner in keeping with the Gadsden Arts Center & Museum Code of Ethics
- Abide by the GACM Computer Use Policies



- Maintain knowledge of all GACM policies and procedures as they relate to the performance and duties of this position and perform other duties as deemed appropriate by the Executive Director.

Preferred Qualifications

- M.A. in Anthropology, Archaeology, Art History, History, Library Science, Museum Studies, or related field
- Knowledge of museum software and collections management
- Experience handling museum objects and working with museum collections

Work Environment

- Standing/walking for extended periods of time
- Ability of ascend and descend ladders

How to Apply

Applications will be considered in the order received, only complete applications will be considered. The position is open until filled. For priority consideration, please apply by April 15, 2026.

Interested candidates may apply by sending the following to Ashley.Williams@gadsdenarts.org:

- Cover Letter
- Resume
- Three professional references
 - Name, contact information, and title.

Questions? Email: Ashley.Williams@gadsdenarts.org