

Fine Art Archivist

Company Description

Multi-faceted, Black-owned and woman-owned fast-growing small business enterprise, consisting of several subsidiaries that operate from its Oakland City/Atlanta headquarters. The company is involved in (but is not limited to) acquiring, renovating, and managing various types of real estate properties; renting both indoor and outdoor residential and event spaces; the operation of an on-site retail space; running a Bed and Breakfast; and showcasing various community and social events, including those designed for charitable donation and the distribution of goods and services to the needy.

Job Overview

The Fine Art Archivist will be motivated, collaborative, and knowledgeable about processing and cataloging antique, vintage, modern, and contemporary fine art- with an African American art focus. The Archivist will apply professional standards and best practices to arrange, re-house, and describe mixed-format collections; photograph, take inventory, write descriptions of, log, and otherwise manage artwork, including archives of artists, curators, collectors, dealers, educators, and scholars such as Elizabeth Catlett, James Van Der Zee, Valerie J. Maynard, Jacob Lawrence, and others. The archivist reports to the CEO.

Responsibilities

- Work under little supervision to access to archives/special collections
- Survey artwork collections and develop and implement an archive management process
- Assist in ongoing development, refinement, and documentation of processes and procedures
- Create artwork record-keeping process, based on best practices, research, and evaluation
- Identify conservation concerns and implement basic preservation practices
- Develop and maintain processing metrics and documentation
- Research, write, present, and publish about collections and artwork-related activities
- Undertake special projects as assigned

Qualifications

- Art-related graduate or undergraduate degree
- Ability to professionally communicate with and acclimate to individuals in all community, political, and corporate level environments
- Knowledge of antique, vintage, modern, and contemporary art
- Educated about African American art and artists, and their histories
- Strong written and verbal communication and social and professional interaction skills
- Knowledge of standards such as DACS, EAD, MARC, and RDA preferred
- Experience with Artwork Archives Web resource or other management system preferred
- Self-motivated, forward-thinking
- Ability to lift and move up to fifty pounds; ability to climb ladders
- Able to commute between home office and temporary storage locations, 1-10 miles away

Compensation and Other Information

- Pay rate: \$22/hour
- Start Date: Immediate
- Onsite/in-person/home office work schedule

Qualified applicants: Kindly email resumes to HR@theingramkollektive.com