

Nasher Sculpture Center

Project Cataloger

Posted August 26, 2024

Job Description

The Project Cataloger will report to the Project Archivist and will work closely with various departments within the Nasher Sculpture Center. This position will catalog the Raymond and Patsy Nasher Collection and Nasher Sculpture Center Collection held within the Nasher Sculpture Center Library. The NSC Library is a repository that supports research in the field of modern and contemporary sculpture. The Collection consists of monographs, serials, and rare books. The Project Cataloger will be an independent contractor and not an employee of the Nasher Sculpture Center.

About Nasher Sculpture Center

Located in the Dallas Arts District, Nasher Sculpture Center is a nonprofit, community-supported museum whose mission is to be an international focal point and catalyst for the study, installation, conservation, and appreciation of modern and contemporary sculpture. Since 2003, more than 2 million people have visited the Nasher's galleries and garden.

The Nasher Sculpture Center Library is integral to staff's ability to research art, artists, art history, architecture, etc. Utilizing said research to educate and promote modern and contemporary sculpture via exhibitions, programs, events, and publications.

Duties and Responsibilities

- Provide catalog records using original and copy cataloging, subject analysis, descriptive metadata, and call number classification for materials using library cataloging standards.
- Perform appropriate technical services on all library materials.
- Run collection holding reports.
- In collaboration with staff, create/update procedure guidance and workflow documents.

Qualifications

- Experience working with integrated library systems, providing original and copy cataloging for library collections
- Knowledge or experience working with Koha ILS a plus
- Demonstrated knowledge of current metadata standards for bibliographic and authority data: MARC, RDA, LCSH, LCC
- Experience applying subject analysis, descriptive metadata, and classification to library materials
- Detail-oriented, with the ability to recognize and correct errors, and to learn from them
- Ability to work independently and collegially
- Knowledge of art, architecture, and art history a plus
- Proficiency with Microsoft Office Suite and photo editing software

- Excellent interpersonal skills, able to communicate effectively both in writing and verbally
- Ability to manage time for effective project work completion

Working Conditions Notice

- Work will be performed on site, in a shared office space
- Must be able to lift 40 pounds and push book trucks of up to 150 pounds
- Will include sitting at workstations for extended periods of time while working on a computer
Reasonable accommodation for a standing desk can be made
- Work environment, when shelving library materials, includes dust and narrow/confined spaces

Compensation

Compensation for this position is set at \$21 - \$25 per hour, commensurate with experience, for 15 – 20 hours per week during normal office hours (9am-5pm, M-F). The expected term is 12 months with the possibility of contract extension as the project progresses.

Application Instructions

Please submit a cover letter and resume to:

Christina Dance, Project Archivist
Archivist@nashersculpturecenter.org

Applications will be accepted on an ongoing basis until the position is filled. **However, priority will be given to candidates who apply by September 27th.** Finalists may be asked to provide professional references and work samples. A background check will be conducted prior to hiring.

The Nasher Sculpture Center is an equal opportunity employer and does not discriminate in the hiring of personnel on the basis of race, color, religion, national or ethnic origin, age, sexual orientation, gender identity, marital status, protected veteran status, disability status, or any other characteristic protected by law.