



Position Title: Catalogue Raisonné Research Associate
Department: Curatorial
Location: Santa Fe, NM
Pay Range: \$26.00/hour
Hours/Term: Part-Time (24 hours per week), Temporary 2-year Term, Non-Exempt

Position Summary

The O'Keeffe Museum is in search of a Catalogue Raisonné Research Associate to work with curatorial, collections, research collections, and digital experience teams to research and document object information for Georgia O'Keeffe's Digital Catalogue Raisonné. The person in this position will build relationships with external organizations that have artworks by Georgia O'Keeffe in their collections to establish contributing information agreements as well as arrangements to secure relevant image assets and other research. The position will be part of a team to envision how to make this digital resource most useful and needs to be comfortable following style guidelines and parsing research information to publishable fielded research data. This is an excellent opportunity for a candidate with a strong interest in working with collections information, object-based research, and museums around the world to provide broader access to the art of Georgia O'Keeffe.

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This is a Part-time, Temporary position.

Responsibilities include but are not limited to

- Update and make available key areas of the 1999 *Georgia O'Keeffe: Catalogue Raisonné*, the person in this position will build relationships with external organizations who have artworks by Georgia O'Keeffe in their collections to establish contributing information agreements as well as arrangements to secure relevant image assets and other research.
- Work as part of a team to envision how to make this digital resource most useful and needs to be comfortable following style guidelines and parsing research information to publish fielded research data.
- Investigate opportunities to add value to artworks by researching and documenting exhibition histories, publication history, provenance, and relevant archival materials.
- Work with Museum teams to establish protocols and templates for managing relationships, tracking progress, and documenting research discoveries.

- Collaborate with Museum teams to develop the user experience, share progress with contributing partners and collect feedback, test user experience and ensure research and information are accurately represented, secure visual descriptions for artwork images, and develop user documentation.

Job Requirements

Exceptional research and communications skills. Strong command of object-focused research and an understanding of museum cataloguing protocols and procedures, with a track record of ensuring that research is undertaken according to best practices. Strong analytical skills, with the ability and methodology to maintain relevant findings.

Background and Qualifications

- A bachelor's degree in Art History, Art, or Visual Culture, or a related field is required.
- 2-year minimum experience performing art historical and/or object-focused research
- 1 year working in a museum setting preferred but not required
- Some experience working with artwork information within a spreadsheet or database

Skills and Abilities

- Art History research skills, preferably with a 20th-century modernist focus
- Object-focused research skills (provenance, exhibition history, publication history, etc.)
- Collaborative mindset with the ability to self-direct and work independently
- Comfort with information systems, such as Excel and collections databases
- Data management and cataloguing
- Effective oral and written communications, including the ability to communicate with collection representatives outside of the O'Keeffe
- Attention to detail and precision

Benefits

This position is eligible for some museum benefits including 403(b) retirement plan with employer match, museum membership, retail store discount, Employee Assistance Program, PTO, Paid Holidays, and much more!

To be considered, please send your resume to:

jobs@gokm.org

The Georgia O'Keeffe Museum is an equal opportunity employer and considers all candidates for employment based on such factors as knowledge, education, skill, experience, the ability to perform required activities and availability, and without regard to race, religion, color, sex, sexual orientation, age, ancestry, citizenship, national origin, disability or any other legally protected status.

Applicants must be authorized to work in the US for any employer, without needing sponsorship.