The Museum has a collection of over 25,000 works on paper. Nearly one hundred prints are added to the collection each year, and these must be carefully catalogued, matted, and stored. The print department contributes actively to the Museum’s exhibition schedule, and the education department relies heavily on the print collection for material for its activities and workshops.

DUTIES WILL INCLUDE:

• Taking works out for class use; assisting print room visitors in the use of the collection; putting away prints after viewing; sitting in on some classes when a guard is required.
• Assisting in maintaining physical records and files on the Johnson Museum’s permanent collection; storing works; and help maintain online database information.
• Other duties as needed, including research of specific objects and artists; assisting curatorial department with upcoming exhibitions and programming; general print room maintenance.

QUALIFICATIONS NEEDED:

• Appreciation for works of art on paper, and willingness to learn basic principles of conservation in order to handle the works
• Ability to work well with one’s hands
• Attention to accuracy and detail
• Reliability; flexibility; general knowledge of art history

This position is located in Ithaca, New York. Due to the COVID-19 pandemic, and Cornell University’s need to limit the number of on-campus employees, the successful applicant may be asked to perform this role remotely.

The Johnson Museum of Art values the power of different perspectives to expand and deepen our understanding of art and society. The Museum is an inclusive space and we seek candidates who will contribute to an environment that supports students, faculty, and staff of all identities and backgrounds.