

**MIAMI NATION
JOB ANNOUNCEMENT**

POSITION TITLE: COLLECTIONS TECHNICIAN
CLASSIFICATION: NON-EXEMPT
STATUS: FULL-TIME

JOB SUMMARY: The Collections Technician supports the care, handling, and documentation of cultural materials in the stewardship of the Miami Tribe of Oklahoma. This role involves both professional museum practices and respect for traditional cultural knowledge and protocols. The technician works closely with museum staff, tribal leadership, and outside partners to ensure the appropriate care, preservation, and accessibility of the collection for future generations. This position is located at 28 N Main, Miami, OK.

MAJOR JOB FUNCTIONS:

- Assist with the safe handling, storage, and movement of cultural materials using museum best practices informed by tribal protocols
- Support re-housing projects by building storage boxes and organizing collections using culturally appropriate methods
- Help maintain the museum's collections database, including inputting object data, descriptions, photos, and provenance information
- Conduct or assist with collection inventories, audits, and regular condition checks
- Support installation and deinstallation of exhibitions, working collaboratively with community and staff
- Process incoming acquisitions and currently unprocessed collections, including creating condition reports and finding aids as appropriate
- Monitor and help maintain environmental conditions (temperature, humidity, light, pests) in storage and exhibit areas
- Work with tribal elders, artists, and cultural leaders to ensure respectful and accurate care and interpretation of materials
- Develop and maintain online access opportunities for museum collections, including conducting photography or scanning, metadata entry, and virtual exhibits

OTHER JOB FUNCTIONS:

- Participate in outreach or education activities related to collections, including community visits or cultural programming
- Support internal tribal and community research requests
- Assist other CRO staff with research projects and community events as needed
- Other duties as assigned

This position includes, but is not limited to, the job functions listed above.

MINIMUM QUALIFICATIONS:

- Bachelor's or Master's degree in museum studies, Indigenous studies, anthropology, history, or a related field, or equivalent lived/community experience
- Knowledge of or willingness to learn about tribal customs, language, and cultural protocols
- Experience handling cultural objects or materials preferred
- Strong organizational and communication skills
- Comfortable working with both physical and digital record
- Respectful, collaborative approach to working with community members and cultural knowledge holders
- Familiarity with museum software (e.g., PastPerfect, Mukurtu) is a plus
- Must be detail-oriented and able to maintain confidentiality when required
- Must possess high integrity regarding confidential and sensitive information
- Occasional travel to community sites or partner institutions may be required
- Weekend or evening work may be needed periodically for cultural events or exhibit installations
- May be subject to background investigation for a position of trust
- Must have a valid driver's license and be insurable
- Must be drug free and successfully pass pre-employment and random drug screens throughout employment

PREFERRED QUALIFICATIONS:

- Experience working in a tribal museum, cultural center, or community archive
- Familiarity with NAGPRA and repatriation processes
- Tribal affiliation or direct experience with Indigenous communities encouraged (but not required)

PHYSICAL REQUIREMENTS:

- May involve lifting objects (up to 40 lbs.), standing for long periods, and working in storage or outdoor settings.

CONDITIONS OF EMPLOYMENT:

- Position subject to budget availability

DRUG FREE WORKPLACE POLICY: Individual selected shall agree and abide by the Drug Free Workplace Act of 1988 and consent to drug screening prior to employment.

Preference in filling this position will be given to qualified Indian applicants in accordance with the Indian Preference Act and the Miami Tribe of Oklahoma Indian Preference Policy