

## **NAGPRA Coordinator/Senior Collections Manager Maxwell Museum of Anthropology**

The Maxwell Museum of Anthropology (MMA) at the University of New Mexico (UNM) seeks a Senior Collection Manager (working title NAGPRA Coordinator) to coordinate compliance, consultations, repatriations, and other activities associated with ensuring the Museum's compliance the Native American Graves Protection and Repatriation Act. We seek a dynamic professional with significant experience in NAGPRA compliance to help steward MMA's NAGPRA efforts. Founded in 1932, the Maxwell Museum holds large anthropological collections in four collecting divisions (archaeology, ethnology, osteology and archives), with particular strengths in scholarship and research in the US Southwest. The Museum is strongly committed to: fulfilling the ethical and legal requirements of NAGPRA; fostering strong collaborative relationships with Native American communities; the respectful curation of Indigenous cultural collections; and the repatriation of ancestral human remains, funerary objects, sacred objects and objects of cultural patrimony as specified in 43 CFR Part 10. The successful candidate will join a dedicated team of collection professionals working to document and care for collections, support appropriate collection-based research and teaching in a vibrant university setting, build collaborations with source and descendent communities, and support an active program of public engagement.

### **Position Summary**

The NAGPRA Coordinator will work closely with the MMA Director and curatorial staff on activities necessary for the repatriation and disposition of human remains and cultural objects to Native American descendant communities. The NAGPRA coordinator will act as a liaison between the MMA and representatives of Native American Communities, the National NAGPRA program, and other federal and state agencies.

Specifically, the NAGPRA Coordinator will review pertinent records and archival materials on file in the Museum; compile cultural affiliation documents; work with museum staff to review inventories to ensure all NAGPRA-relevant materials are included in final inventories; coordinate responses to collection queries and requests for information from Native American representatives; schedule consultations and maintain communications with stakeholders; track and maintain records of all NAGPRA activities conducted by the MMA. Will work with Museum staff in the development and refinement of NAGPRA policies and procedures and in the submission of grants and funding requests to support NAGPRA activities and culturally appropriate curation of Native American collections. Will supervise student employees and volunteers involved in supporting NAGPRA activities. Will interact with the public, university and professional community through teaching, lectures, presentations, and publications.

### **Minimum Qualifications**

Master's degree in Anthropology, Museum Studies, or Native American Studies. At least 5 years of documented experience directly related to the duties and responsibilities specified.

Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.

### Preferred Qualifications

- Demonstrated knowledge and direct experience with compliance procedures and tasks for related to the Native American Graves Protection and Repatriation Act
- Expertise in the archaeology of the Indigenous US Southwest, particularly New Mexico
- Experience conducting consultations with Native American Tribes; strong interpersonal skills in working with diverse communities.
- Demonstrated experience with collection management best practices and standards and work with archaeological collections and associated archival records.
- Demonstrated computer proficiency with museum collections databases, Microsoft Suite. Knowledge of *CollectiveAccess* software is desirable.
- Demonstrated experience in successful project management, meeting deadlines, and working collaboratively as part of a team of museum professionals.
- Experience supervising curatorial assistants, student employees, and volunteers
- Demonstrated written and verbal communication skills.

### Duties and Responsibilities:

1. Serves as a liaison between the MMA and representatives of Native American Communities, the National NAGPRA program and other federal and state agencies.
2. Responds to requests for information from Native American representatives and coordinates scheduling of consultations, visits to collections, and repatriations/dispositions.
3. Compiles and reviews cultural affiliation documents and inventories, prepares Federal notices and communications.
4. Oversees NAGPRA records and documentation. Works with staff in museum collection divisions (archaeology, ethnology, osteology, archives) to research NAGPRA-relevant collections and archival records and ensure that NAGPRA records are complete, well-maintained, and up to date.
5. Works with Museum staff in the development, refinement, and implementation of NAGPRA policies and procedures.
6. Assists Director and Curators in the development and submission of grant proposals and funding requests to support NAGPRA activities and appropriate curation of Native American collections.
7. Works with curators and collection staff in preparing for repatriation/disposition and site visits.
8. Provides support to Director for international repatriations and related policies and procedures.
9. Establishes work priorities and recruits, employs, trains and supervises graduate and undergraduate curatorial assistants, and volunteers.
10. Interacts with internal contacts such as faculty, curators, museum staff, and various University administrators; assists Director with the management of the annual budget supporting NAGPRA activities, purchase of materials and supplies, management of contracts and grants; and preparation of fiscal year reports.
11. Conducts public outreach programs and participates in educational events.
12. Represents the museum through professional activities that may include: managing electronic resources, contributing to or editing publications, organizing workshops, conducting research, teaching, and authoring publications.
13. Advances professional development through attendance at conferences and workshops, service on advisory panels, holding office or assuming committee assignments in professional organizations.
14. Performs miscellaneous job-related duties as assigned.

**Campus:** Main - Albuquerque, NM

**Department:** Maxwell Museum (937B)

**Employment Type:** Staff

**Staff Type:** Regular - Full-Time

**Status:** Exempt

**Pay:** \$3553.33-4033.75 per month

**Benefits Eligible:** This is a benefits eligible position. The University of New Mexico provides a comprehensive package of benefits including medical, dental, vision, and life insurance. In addition, UNM offers educational benefits through the tuition remission and dependent education programs. See the [Benefits](#) home page for a more information.

#### **ERB Statement**

Temporary and on-call employees working an appointment percentage of 26 (.26 FTE) or greater, per quarter, will be eligible to earn retirement service credits and thus are required to make New Mexico Educational Retirement Board (NMERB) contributions. More information pertaining to your FTE and NMERB contributions can be reviewed on the [NMERB Guidelines Clarified](#) webpage.

**For Best Consideration Date:** July 31, 2021

**Application Instructions:** Applications should be submitted through UNM Jobs:  
<https://unm.csod.com/ux/ats/careersite/18/home/requisition/16192?c=unm>

Please include a letter of interest, a resume/CV, and names and contact information at least 3 references.

**Positions posted with a Staff Type of *Regular* or *Term* are eligible for the Veteran Preference Program. See the [Veteran Preference Program webpage](#) for additional details.**

The University of New Mexico is committed to hiring and retaining a diverse workforce. We are an Equal Opportunity Employer, making decisions without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran status, disability, or any other protected class.