

**MUSEUM OF INTERNATIONAL FOLK ART  
DIRECTOR OF COLLECTIONS  
(MUSEUM TECH & CONSERVATOR SUPERVISOR, PERM # 27253,  
JOB ID #116929)**

The Museum of International Folk Art shapes a humane world by connecting people through creative expression and artistic traditions. MOIFA is in a key position as the largest museum of international folk art to be a leader in innovative exhibition development, community engagement and effective collections care.

**Position Summary:**

MOIFA seeks an independent self-starter who thrives on solving problems and simplifying complex systems. This leadership position hires, trains, supervises and evaluates MOIFA's Registrar, Collections Manager, Preparator, Volunteers, and Contractors and works closely with the Curatorial Department. The Director of Collections provides the best care and documentation of all artifacts entering the Museum by overseeing all collections processes including treatment for pests, condition reporting, cataloging, numbering, bar-coding, creating identification and high-quality photography. Other responsibilities include ensuring the safe handling and security of the collections by overseeing and managing the movement, exhibition, storage, and disposition of art objects. The Director of Collections develops and implements the Collection Department budget, serves and conducts Collection Committee meetings and tours, researches and writes grants to upgrade/improve environmental conditions for immediate, and long-range climate stabilization projects, and oversees efficient storage of collections to ensure the care of collections and continued improvement of the museum. Team building, planning and organizing are critical elements of this work as well as excellent communication, problem solving, decision making and insuring for workplace safety. This hands-on position reports to the Museum's Executive Director.

**Desired Qualifications:**

1. Education: Masters' Degree in Museum Studies, Museology, Art, Art History, Art Administration, Anthropology, Archaeology, History, Humanities, Interdisciplinary Studies, Liberal Arts or Public History.
2. Experience: 5 or more years of experience as a collections manager or registrar administering the direct acquisition and care of collections with supervisory experience.

Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling eight (8) years may substitute for the required education and experience.

For consideration, please submit your electronic resume and letter of interest to Xochitl Ehrl, Executive Secretary of the Museum of International Folk Art, Santa Fe, New Mexico, [xochitl.ehrl@state.nm.us](mailto:xochitl.ehrl@state.nm.us). **All interested parties are required to apply online with the State of New Mexico Personnel NEOGOV website, <http://www.spo.state.nm.us> to be considered for the position.**