



Collection Fellowship

Job Description

(last updated: 7/2025)

Department: Museum/Springville Museum of Art Association

Position Reports to: Head of Exhibitions & Programs/Collections Manager and Registrar

Pay Rate: \$17.60 - \$20.00/hr

Employment Type: Part-time

Exempt/Nonexempt: Non-exempt

Description: Under the general supervision of the Head of Exhibitions & Programs and Registrar the collection fellow will assist with permanent collection care and documentation. This includes working with databases, historical files, and physical objects. Must understand proper museum documentation and handling techniques. This fellowship allows 10-15 hours per week through June 30, 2027.

Duties: Assist with processing, cataloging, and maintaining new acquisitions and permanent collection records, including inventories, reports, and both hard copy and digital files.

Update permanent collection database including researching collection objects and verifying accuracy.

Organize database files and information to share with public in portfolios and special projects.

Assist with art handling and movement in storage, preventive conservation work, and organization of permanent collection records.

Assist with current exhibitions as assigned.

Qualifications Must be a high school graduate, Bachelor degree in Art History, Curatorial Studies, Museum Studies or related field preferred. Proven experience in data management and museum collections. Able to be self-motivated and willing to work independently on projects and also in a group setting. Must have organizational, verbal and written communication skills. Demonstrate skills in database systems, Microsoft Office and Adobe.

Must pass a background check and a drug test as a condition of employment.

Physical Demands: Must be able to stand, walk, stoop, lift and carry objects up to 50 pounds.

To Apply: Please email the following information to the Head of Exhibitions and Programs, Allison Pinegar at APinegar@SpringvilleUtah.gov.

- Cover letter
- Resume
- Three references with contact information

Please include "Collections Fellowship Application" in the subject line.

Application Deadline: August 22, 2026