



Recovering Voices

Program Assistant (IS-303-7), Recovering Voices Program, Department of Anthropology, National Museum of Natural History, Smithsonian Institution

The Recovering Voices Program collaborates with communities and other institutions to address issues of indigenous language and knowledge diversity and sustainability at the national and global level (<http://recoveringvoices.si.edu>). The program assistant to the Recovering Voices Program will:

- Assist with community visits to the anthropological collections. These duties include running collections database (EMu) reports of collections for visitors, assisting visitors with access to collections, updating and enhancing database EMu with data collected during visits.
- Be responsible for video recording of community visits, as well as logging and archiving the video, as well as synchronizing video information with EMu records of collections.
- Assist with production and update of program materials and web pages.
- Assist with linking collection information using the Smithsonian Collections Center, Recovering Voices website and Emu.
- As required, assist with a variety of administrative tasks related to the Recovery Voices Program.
- Manage incoming and outgoing correspondence related to Recovering Voices activities at the Museum Support Center.

This position is a non-federal, four-year term, trust-funded full time position with benefits. The salary is \$42,209. In addition to a cover letter explaining your interest in, and qualifications for the position, please include a CV, which lists the starting/end dates of job (mo./yr.), average number of hours worked per week, salary, country of citizenship and 3 references with contact information. We will accepting applications until September 17th.

Send your cv/resume to: Joshua A. Bell, Curator and Director of Recovering Voices, Department of Anthropology, NMNH, MRC 112, P.O. Box 37012, Washington, DC 20013-7012, bellja@si.edu. Electronic submissions welcome.

