

JOB DESCRIPTION Collections Manager

JOB SUMMARY

This position is responsible for the proper care, preservation, cataloging, and documentation of objects, including managing storage, loans, acquisitions, digital records, collection, research library, and archives.

JOB TITLE	Collections Manager	SUPERVISES:	Archivist, Research Volunteers
DIVISION/ DEPARTMENT	Museum Collections & Research Library	REPORTS TO:	Executive Director
CLASSIFICATION	Salaried, Exempt, Full Time	SALARY:	\$45,000
BENEFITS	Health Insurance; eight paid holidays. PTO - ten days accrue from start date in the first year, increasing to sixteen days in years 2-5, increasing on average every five years. See Employee Handbook for complete benefits.		
Schedule: Generally 9:00 am to 5:30 pm, Monday through Friday. Some weekend and evening hours may be required.			
Collections Maintenance	• <i>Maintains objects and materials in accordance with collections management policy.</i> • <i>Oversees the processing of objects and archives into the collection.</i> • <i>Oversees the environmental quality of collections and exhibits – including maintenance and monitoring of galleries.</i> • <i>Monitors the security of collections.</i> • <i>Directs and trains archivist, interns, and volunteers.</i> • <i>Develops and oversees the oral history program.</i>		
Collections Administration	• <i>Serves on the BCHS Collections Committee.</i> • <i>Actively assists in long-range collections development.</i> • <i>Maintains up-to-date collections database records and standards.</i> • <i>Responsible for disaster planning for museum collections.</i> • <i>Prepares and monitors annual budget for collections, exhibits, and library</i> • <i>Provides access to collections for researchers.</i> • <i>Performs archival research on collection materials, including provenance research, coordinating with archivist and volunteers.</i>		

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Exhibition Support	- Assists with the curation of temporary exhibits and actively assists in installation, which may include mount-making and gallery preparation. - Prepares objects for exhibition or loans.
Additional Duties	- Follows all museum policies, procedures, and safety regulations - Other duties as assigned
QUALIFICATIONS	
Education	Bachelor's Degree in Museum Studies, Anthropology, Art History, Natural History, U.S. History, or equivalent work experience
Preferred Experience	Experience in collections management procedures: accessioning, retrieval, attributions, documentation, proper storage, and handling techniques
Skills	- Computer and Technical Skills Requirements: Advanced computer and technical skills required in all aspects of the collection and research library areas - Demonstrated skill in collections management databases PastPerfect and CatalogIT, Microsoft Office suite, and Adobe. - Demonstrated knowledge of professional museum practices and standards, including registration methods, object loans, safe object handling, conservation, packing and shipping, proper storage, security measures, and object numbering techniques - Ability to implement strategic collections management plans and acquisition policies - Ability to implement and adhere to collections management policy - Ability to supervise the work of others, including organizing, prioritizing, and scheduling work assignments - Ability to set and meet deadlines; manage projects, exhibit installations, and planning - Excellent interpersonal, organizational, and written and oral communication skills - Ability to work independently and as part of a team - Knowledge of research methodology, principles, and procedures - Skill in organizing resources and establishing priorities

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Physical Elements & Equipment Use	• <i>This position involves extended periods of seated or standing desk work.</i> • <i>Moderate physical activity. Requires handling of average-weight objects up to 25 pounds.</i> • <i>Frequent computer and phone use</i>
Funding	• 100% BCHS HOT Historical Preservation
BCHS Board & Other Committee Representation	• <i>Member of Collection and Exhibit Committees</i> • <i>Participates and assists other Board Committees as requested</i>