

## FRAZIER HISTORY MUSEUM JOB DESCRIPTION

TITLE: Collections Manager

RESPONSIBLE TO: Chief Curator

FLSA STATUS: Exempt / Salary

### **JOB QUALIFICATIONS:**

- Minimum of a B.A. in History, Public Administration, Museum Studies or related humanities field (Post-graduate degree in Museum Studies strongly preferred);
- Minimum of 7 years of collections and records management related museum experience;
- Required knowledge of current museum practices and techniques of collections management, including registration, exhibition, and preservation; object care and handling; industry standard research and cataloguing methods; computer literacy and records management;
- Required experience with current versions of Microsoft Office Suite and PastPerfect Museum Software;
- Must be detail-oriented with excellent organizational and research skills;
- Must be a self-starter with the ability to work on multiple projects with little or no supervision;
- Must have good work ethic, strong interpersonal skills, and the ability to work both independently and collaboratively to achieve departmental and institutional goals.

### **ESSENTIAL JOB FUNCTIONS:**

The Collections Manager is responsible for the day-to-day management of the Museum's collection, and for coordinating the work of the Museum's professional staff in this area. This includes the development and maintenance of the record systems (physical and digital) and is responsible for the storage systems of the collection. Responsibilities cover logistics and paperwork of all accessions, deaccessions, and incoming and outgoing loans.

Working closely with the Chief Curator and the Director of Projects, the Collections Manager will work to coordinate all activities related to material culture research, collections development, interpretation, documentation, and preventative conservation. Duties include, but are not limited to, the following:

#### **Information Management**

- Creates/compiles and maintains legal documents, histories of use, and physical histories of permanent collections objects and/or specimens:
  - Legal forms and acknowledgments
  - Permanent collections catalog and files (acquisition, accession, provenance)
  - Loan, conservation, condition, publication records
  - Exhibition, insurance, and location records
- Organizes and implements inventory projects.
- Coordinates/assists with computer projects:
  - System specs and software choices
  - Input and update collection data into museum's PastPerfect database as needed
- Disseminates information as needed to other departments and researchers.
- Communicate with Development and Accounting on recent acquisitions.
- Coordinates object identification services.

#### **Collections Management**

- Monitors legal and ethical implications and care standards of transactions
- Facilitates care and control of collections on site
  - Designs and controls storage areas
  - Determines storage methods
  - Oversees integrated pest management programs
  - Oversees temperature and humidity levels in building
  - Assists in development and implementation of disaster plan
- Initiates, drafts, and, upon adoption, implements collections policies
- Oversees object movement, internal and external
- Oversees packing and shipping

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- Acts as courier or designates courier
- Implements security procedures / works closely with security personnel
- Contracts for outside services as needed
  - Conservation, rigging, packing, crating, shipping, photography, insurance

### Exhibitions

- Borrowed exhibitions:
  - Maintains/implements loan contracts
  - Schedules and supervises packing, shipping, condition reporting, and object movement
  - Prepares grant reports as necessary
  - Provides updated facility reports and certificates of insurance
  - Produces indemnity applications as necessary
- In-house exhibitions:
  - Provides information to other departments as needed
  - Coordinates object movement and record keeping
  - Researches and composes individual identification and/or thematic labels for artifacts as well as didactic text for exhibitions and publications.
- Traveling exhibitions:
  - Drafts/reviews loan contracts
  - Prepares and coordinates documentation, packing, shipping
  - Provides courier service

### Other Responsibilities

- Maintains archives
- Manages photographic services
- Plan and organize the selection, acquisition, research, interpretation, and exhibition of collections and related materials.
- Researches the history, authenticity, and provenance of objects in the collections.
- Along with the Chief Curator, conducts the search for new acquisitions for the Museum's collections.
- Prepares rationale and report of proposed acquisitions to present for approval to Collections Committee.
- Seeks objects for loan from other institutions where needed for exhibitions.
- Collaborates with curators, educators, designers, and other subject matter experts to develop content and interpretation plans for exhibitions.
- Oversees the long term care of the collection.
- Properly houses artifacts in collections storage and works with Preparators to ensure safe display of the permanent collection.
- Handles directly, or sets up system for responding to, specific technical inquiries regarding the collection or general inquiries from the public.
- Manage and assist in selected special projects and performs other related duties, as assigned.
- Directs and mentors interns on research projects.

### SUPERVISORY RESPONSIBILITY:

- Collections Staff, Interns, and Volunteers

### EXPECTED KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrates a professional demeanor, initiative, confidence, creativity, the ability to set priorities in a dynamic environment, and commitment to continuous improvement.
- Possesses excellent written and oral communication skills, with strong interpersonal skills.
- Able to work independently and complete tasks and projects.
- Demonstrates good judgment, analytical, decision-making and problem-solving abilities.
- Accepts accountability for timely results and attention to detail.
- Is flexible and willing to embrace change/shift priorities on a regular basis.
- Is a team player and committed to the goals and ideals of the Museum.

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### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands:* In the work environment described below, position requires working at desk and utilizing a computer for prolonged periods of time and good eye/hand coordination. Position also requires verbal and written conversation with others, as well as standing, walking, bending, climbing, reaching, strenuous lifting/moving objects up to 30 pounds. Vision abilities required by the job include close vision.
- *Work Environment:* Work will be performed in an office environment, and in museum spaces. Occasional evening and weekend work is required.