

# Sr. Collections Manager



**INCUMBENT:** Vacant  
**REPORTS TO:** Director of Collections & Exhibitions  
**LOCATION:** Bowling Green, KY  
**STATUS:** Full-time, Exempt  
**DATE:** Open Until Filled

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## DESCRIPTION

The Sr. Collections Manager is responsible for overseeing all collections management and care, while also identifying strategies to fill gaps in the collection to ensure that it reflects, represents, and responds to the mission of the National Corvette Museum (NCM) while following accepted museum professional standards and practices. This position will also assess and oversee accessioning and deaccessioning practices, digitization, vehicle maintenance and preservation, incoming and outgoing loans, management of the Museum's satellite collections storage facility, and oversight of institutional archives and records retention.

This leadership role is responsible for all aspects of NCM's archival and dimensional collections and will be the leader in the NCM's initiative to gain accreditation from the American Alliance of Museums.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work closely with the Director of Collections & Exhibitions to ensure the collections are managed in alignment with NCM's mission, vision, values, and strategic priorities.
- Provide oversight of and management duties for the museum Registrar, collections team, library & archives team, and vehicle maintenance & preservation team.
- Supervise the collections, vehicle maintenance & preservation, and library & archives teams on projects related to the permanent collection.
- Elevate the NCM to meet or exceed AAM accreditation standards.
- Collaborate closely with colleagues in the education & community outreach department as well as the marketing department to support audience engagement priorities including a dynamic range of public programs, accessible language in interpretive materials, and training for colleagues on all current and upcoming exhibitions.
- Provide for the security, preservation, and accurate documentation and interpretation of all collections including vehicles, library, archives, and artifacts.
- Oversee the arrangements, condition reporting, packing, and shipping for both incoming and outgoing exhibits in partnership with the Registrar.
- Serve as a spokesperson and ambassador for NCM and its collections and projects in public forums, conferences, throughout the community, with donors, and through the media.
- Participate in visitor and program participant evaluation to ensure community engagement with the Education and Community Outreach Department.
- Work with the Director of Collections & Exhibitions and the Internal Collections Committee to grow the collection by updating and maintaining a collection plan, as well as soliciting potential donors and lenders.
- Responsibilities are not all-inclusive, additional duties may be assigned.

## **EDUCATION/EXPERIENCE**

- Master's degree in museum studies, history, public history, or related area of study required.
- 10+ years of professional collections management experience, with increasing responsibility in prior roles.

## **QUALIFICATIONS**

- Applied knowledge and commitment to non-profit museum best practices.
- Knowledge of and interest in transportation, automotive, and/or Corvette history.
- Excellent time management and organizational skills.
- Ability to convey stories to audiences, in person.
- Well-organized and self-directed individual who is a team player.
- Eye for detail and strong design instincts.
- Exceptional research and verbal and written communication skills.
- Strong work ethic and unquestioned personal and professional integrity.
- High level of commitment to team and company values.
- Strong attention to detail, establishing priorities and meeting deadlines.
- Willing to travel as needed.
- Valid state driver's license required.

## **ESSENTIAL PHYSICAL REQUIREMENTS**

- Ability to walk, sit, and/or stand for extended periods.
- Ability to lift and carry up to 20lbs on a regular basis.
- Ability to work indoors and outdoors, in varying weather conditions.
- Ability to operate computers and other equipment in the office.
- Must have sufficient mobility to move around the Museum, Motorsports Park, and the community.