

# JOB DESCRIPTION

## COLLECTIONS MANAGER



### JOB INFORMATION

Job Title:	Collections Manager	Department:	Programs
Reports To:	Programs Director	FLSA Status:	Full Time/Hourly
Compensation:	\$15.00-17.00/hr	Level:	Manager

### SUMMARY

Ensures proper care, management, and security of Museum collections and all staff and volunteers associated with this work. Oversees detailed cataloguing and paperwork for each artifact using the Museum's PastPerfect electronic collections management system. The Collections Manager also participates in research of collections items for the purpose of exhibit development.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.**

1. Follows the Collections Management Policy and procedures as approved by the Museum Board.
2. Regularly reviews the Museum's collections policies and procedures and recommends changes to the Programs Director and appropriate committees as necessary to adhere to museum best practices and standards.
3. Serves as staff member on the Museum's Collections Committee responsible for the proper review and administration of all collections acquisitions.
4. Works with other staff in the Programs Department and the Exhibits Committee to develop, create, and maintain exhibits.
5. Researches and maintains best practices in terms of artifact management, display, and preservation.
6. Manages and trains collections department staff, volunteers, and interns.
7. Works with Museum's accountant and Development Director to maintain accurate financial records of collections.
8. Maintains detailed records of all collections transactions, including but not limited to incoming collections donations, collections acquisitions, accessions/deaccessions, and incoming and outgoing loans.
9. Works to obtain loans of objects to enhance exhibits and collections.
10. Consults with Museum's legal counsel as necessary to ensure compliance with all applicable collections-related laws.

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11. Responsible for grant research and fundraising to be submitted to the Development Department, especially with regard to the care and acquisition of collections.
12. Submits ideas for and actively participates in fieldwork, research, and potential printed articles in Museum newsletters and other publicity materials.
13. Maintains curatorial and exhibits spaces by following cleaning procedure, labeling artifacts, utilizing shelving and storage materials, and taking responsibility for seeing that objects are returned to permanent locations in a timely manner.
14. Responsible for the security, care and handling of collections. Ensures access to collections is limited, secured, policies are adhered to, objects are stored in appropriate containers, in the best environment feasible, and are handled appropriately. When objects are temporarily checked out, loaned or otherwise removed from the Museum, ensures they are transported appropriately with adequate insurance and contracts which protect the Museum's interests.
15. Schedule will include varying availability including occasional evenings and weekends.
16. Welcomes Museum guests; "meets and greet" Museum guests as practical during their visits.
17. Maintains contact with collectors and donors throughout the year.
18. Supports and oversees collectors and donors with planning and paperwork required for successful loans and donations.
19. Sends donor information to Development Director for tax deduction purposes; keeps the Development Director informed of those donations as they are acquired.
20. Responds to public request for information about objects in the Museum's collections via email, phone, or other means, maintaining privacy of sensitive donor and loaner information as requested.
21. Responsible for collaborating with Programs Director on the strategy, timing, and content for all related materials for Collections and Exhibits and assists with design.
22. Ensures accuracy of object information provided to the public by staff, volunteers, interns, and other appropriate stakeholders.

**DEPARTMENTAL ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.** Other duties may be assigned:

1. Ensure the successful implementation of MOWT's mission to educate, entertain, and inspire.

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2. As a member of the Programs Department, may occasionally be called upon to step in as secondary point of leadership and execution for other Programs Department areas of supervision:
  - a. Planning, development, implementation, and evaluation of **educational programs**
  - b. Planning and execution of the Museum's **marketing, events** and communication strategy
  - c. Planning, developing, implementing, and evaluating exhibition and **exhibits** maintenance.
3. Cheerfully complete general organizational tasks as part of a regular weekly schedule including, but not limited to, some front desk coverage, tour and program delivery, cleaning, event support, etc.
4. Promote equality and diversity in all aspects of your work. Develop and advocate for concrete plans to increase diversity in viewpoints within the Museum's work.
5. Supervise, coach, and support volunteers and interns.
6. Where necessary, develop and maintain excellent relationships with loaners and donors in close cooperation with other Programs staff.
7. Show dedication to first-class customer service and a healthy museum work culture at all times.
8. Attend museum trainings and other professional development opportunities as directed by supervisor.
9. Assist Programs staff with the development of partnerships and ventures both within the MOWT and with other external organizations where necessary, including academic partners and lenders.
10. Communicate and partner with all other departments in MOWT on behalf of and in coordination with the Programs Department and help with museum-wide projects when needed.

### PERSONAL ATTRIBUTES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Keen passion for the Museum's mission of providing a gateway to the past which educates, entertains, and inspires lifelong learning.
2. Strong customer service focus.
3. Excellent coaching skills for developing a team of high performing professionals.

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4. Demonstrated leadership skills to guide the group, develop plans strategically and provide administrative structure to the staff, volunteers and interns as they manage the brand, assets, facilities and equipment of the Museum.
5. Friendly, compassionate, and professional demeanor.
6. A self-starter who demonstrates a high sense of ownership and integrity that is willing to work independently within a team structure, demonstrating initiative and proficiency at problem-solving.
7. Able to communicate enthusiastically, yet maturely, with a wide range of populations and in front of large diverse groups, including all age groups, nationalities, religions, and abilities.
8. Scrupulous attention to detail in all aspects of work is required.
9. Maintains an exceptional level of communication to ensure timely and efficient exchange of information, both positive and negative, using email, text messages, voicemail, and face-to-face meetings.
10. Ability to exercise sound judgment and make proper decisions in handling incidents at all types of events.
11. Proven ability to deal in a professional and cordial manner with the public and professional colleagues at all times.
12. Ability to plan, service, and supervise a variety of events with the assistance and cooperation of other staff members.
13. Ability to anticipate equipment and other needs for individual events.
14. Dress code is business casual with modifications allowed to fit role's functional needs. When in a forward-facing role employees are expected to wear a logo either on a clothing piece or on a nametag.
15. Must have reliable transportation and a current working cell telephone with a number that can be accessed (by voice and text) for contact purposes.
16. Working knowledge of Microsoft Office. Proficient in use of personal computer.

### EDUCATION and/or EXPERIENCE

1. Bachelor's degree in History, Museum Studies, or related field. Master's is preferred.
2. Prior experience with collections work is required.
3. Management experience is a major plus.

### LANGUAGE SKILLS

1. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
2. Ability to write routine reports and correspondence.
3. Ability to deal effectively and courteously with user groups,

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their representatives, and the general public.

4. Ability to speak and understand English. Bilingual is a plus.

### REASONING ABILITY

1. Ability to maintain a calm, composed presence in an often fast-paced environment where multiple tasks, events and stimulus may occur simultaneously.
2. Ability to define problems, collect data, establish facts and draw valid conclusions.
3. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form, dealing with both abstract and concrete variables.

### PHYSICAL DEMANDS

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

1. While performing the duties of this job, the employee is regularly required perform the following as a single act, or simultaneously: stand, reach with hands and arms, climb balance, stoop, kneel, crouch, crawl, talk, hear.
2. The employee frequently is required to sit, walk, and/or stand for extended periods of time.
3. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds.
4. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The noise level in the work environment is usually moderate, but there will be cases where the noise level is loud to extremely loud.

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2. While a fairly regular schedule is the goal, at times this position requires evening and weekend work as well as some holiday work.

### TO APPLY

Please apply by sending your cover letter and resume to Kristin Martin at [kmartin@worldtreasures.org](mailto:kmartin@worldtreasures.org).

### INTERVIEW PROCESS

The interview process may consist of informal phone conversation(s), first in-person interview with supervisor and a second interview with a panel. This job search process does not have a time limit or official end date. Process subject to change without notice.