MUSEUM COLLECTIONS MANAGER

POSITION SUMMARY

Oversees the Dickinson Museum Center's collections, their acquisition, documentation, housing, use, preservation, disposition, and maintenance. Receives, prepares, and catalogs new materials; plans and organizes exhibition related movement of objects, including packing, shipping, and insurance for collections exhibitions as well as for incoming and outgoing loans. Oversees the database of collection contents.

RESPONSIBILITIES

Essential Duties (3D):

- Manages all aspects of collections care, following and implementing accepted museum professional standards and practices. Directly manages the acquisition, documentation, care, maintenance and handling, use and access, copyright, security, environmental monitoring of objects and facilities, and object-based database development, paper files and archives.
- Reviews and interprets financial and operating information, as appropriate; coordinates and develops periodic financial requirements; may participate in the preparation of contract and/or grant proposals.
- Collaborates on exhibition planning, including preparing budgets for related costs, preparing checklists and images of objects for exhibitions, publications, and research. Is responsible for loans and traveling exhibition organization, documentation, and logistics, shipping, receiving, packing, and condition reports, and object security for collections exhibitions and for incoming and outgoing loans and traveling exhibitions
- Manages and negotiates copyright permissions for collections and exhibition publications, archives, publicity, marketing, catalogues, websites, e-communication, and related uses.
- In collaboration with other senior museum staff, establishes object conservation priorities and plans/implements the safe storage of all works in the collection.
- Manages database development for all collections materials. Is responsible for system security, digitization of images to be included in the database, periodic software upgrades and database system migrations, metadata development and development of database search capabilities.
- Performs archival research on collection materials and/or artifacts for inclusion in records and databases including provenance research in coordination with curators and director.
- Assists in preparing proposals and grant applications for special collections-oriented projects.
- Administers loan agreements and ensures adherence to established policies. Responsible for Art on Campus collection loans.
- Supervises access to objects for study, exhibition, and research. Supervises the conservation and preservation of objects including managing and coordinating conservation treatments. Determines appropriateness of preparation methods in order to assure preservation of objects and museum standards.
- Represents the Museum through public programs, guest lectures, workshop presentations and participation in national professional groups.
- Interacts with potential donors and other museum patrons to negotiate proposed gifts to the Museum's collections.
- May train and oversee staff and student employees, interns, and/or volunteers performing related work.
- May curate exhibitions as required.
- Performs miscellaneous job duties as assigned .

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Knowledge, Skills, and Abilities:

- Museum collection management practices, procedures and techniques;
- Using collection management databases including PastPerfect;
- Museum cataloging procedures using museum cataloging nomenclature;
- Computer skills including Microsoft Office and Adobe Design Suite;
- Museum exhibit planning, design, and construction techniques;
- Museum IPM, environmental, and housekeeping practices and procedures;
- Grant writing;
- Written and verbal communication skills;
- Problem solving;
- Basic applied mathematical principles, spelling, grammar and English composition;
- Basic record keeping practices;
- Customer service techniques;
- Using a variety of office equipment and related applications;

Judgment/Decision Making: (2D)

- Performs tasks and duties under general supervision of the Museum Director using established policies and procedures and some innovation.
- Chooses from limited alternatives to resolve problems. Refers unusual problems to supervisor.
- Occasional independent judgment is required to complete work assignments.
- Makes recommendations to procedures, policies, and practices.

RELATIONSHIPS

Leadership: (2D)

- May take on a lead role overseeing regular and seasonal staff; volunteers and students.
- May assist with training of other staff members.

Relations to Others: (2D*)*

- Position requires regular contact with the public and employees.
- Requires moderate communication skills to ensure customer or employee requests and questions are understood, documented, and addressed as necessary.
- Communications may be one-on-one or groups of people.

SKILLS

Education (6D) and Experience (3D):

- Bachelor's Degree in History, Museum Studies, or related field and up to three years' experience, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements (position requirements at entry)**:**

- Valid Driver License

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WORKING CONDITIONS

Working Environment (1D):

- Work is performed within routine office environment with minimal exposure to hazardous or unpleasant conditions.
- Positions in this class typically require: climbing, stooping, reaching, standing, walking, pushing, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions. Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Classification: Class II (525points)
FLSA: Non-Exempt
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