

CITY OF SPRINGDALE
Position Description

TITLE: Collections Manager (full time)

DEPARTMENT: Museum

DATE: July 1, 2005

JOB SUMMARY: Responsible for development, management, intellectual integrity, and care of museum collections. Responsible for providing research assistance and limited access to collections. Responsible for museum environmental control and monitoring, pest management, security, and risk management.

SUPERVISION RECEIVED: Works under the guidance of and reports to museum director.

SUPERVISION EXERCISED: Trains and exercises direction over part-time and volunteer personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Collections

- Works with director and board of trustees' acquisitions committee to help set collections policy, goals, and guidelines.
- Assigns accession numbers, compiles accession records, classifies, and physically numbers museum artifacts.
- Performs data entry and filing of donor recognition letters, gift forms, donor cards, catalog records, and other artifact documentation.
- Manages and assures accuracy, security, retrievability, and intellectual integrity of collection records.
- Conducts regular inventories of collections and performs reconciliation with artifact records.
- Manages, orders supplies for, ensures adequate insurance for, and upgrades storage, maintenance, care, and preventive conservation of collections.
- Evaluates current practices, stays current with professional standards, and develops new practices in collections management and care in order to develop multiple access systems, meet the needs of a diverse audience, make use of changing technology, address legal issues of collections, and plan for changing needs of staff and the public.
- Works with director and acquisition committee regarding possible deaccessions and manages documentation and disposal according to collections policy.
- Performs simple, appropriate cleaning of artifacts and seeks advice from professional conservator for all other artifact conservation needs.
- Manages collection-related budget and acquisition account fund in consultation with director.
- Researches, develops, and manages funding proposals for collections management and care.
- Oversees development, maintenance, security, and upgrades of collections database.
- Retrieves and prepares artifacts and artifact information, conducts artifact-related research, and provides input to staff regarding collection elements for exhibits, programs, and other museum needs.
- Is responsible for acquisitions based on mission, collections goals, and status of current collections.
- Provides limited access to collections in response to requests for loans, research, and artifact information.

- Handles arrangements, condition reporting, packing, shipping, and insurance for both incoming and outgoing loans.
- Trains and supervises part-time and volunteer personnel in clerical work, collection duties, and collections care.
- Assists the public with questions on identification and dating of antiques, preservation, and appraisal sources.
- Responds to collection-related inquiries, surveys, etc., from museums, researchers, and collectors.
- Presents occasional programs on preservation and collection-related topics.
- Makes recommendations for purchases of books and materials related to research and preservation of artifacts.

Environmental Control/Monitoring; Pest Management; Security; Risk Management

- Monitors environmental conditions in museum buildings, adjusts controls as necessary, and coordinates with climate control technicians on maintenance and upgrades of museum HVAC systems.
- Is responsible for Integrated Pest Management system and coordinates with pest control services to maintain and upgrade pest control.
- Is responsible for facilities security and key control and coordinates with police and fire departments and appropriate service technicians on maintenance and upgrades of museum security systems.
- Coordinates museum's risk management and emergency preparedness programs and coordinates with appropriate service technicians for maintenance and upgrades.
- Evaluates current practices, stays current with professional standards, and suggests to director new practices in environmental control, pest management, security, and risk management, in order to preserve, safeguard, and eliminate hazards relating to collections.
- Trains and supervises part-time and volunteer personnel in miscellaneous duties related to environmental control/monitoring, pest management, and security.

Other Duties

- Develops acquisition reports for the board of trustees.
- Oversees issues of intellectual property and rights and reproductions which pertain to collections.
- Assists with special museum events.
- Assists with installation and dismantling of museum exhibits.
- Serves on museum's exhibits committee and is part of museum's senior staff team for policy, procedure, and strategic plan development and for assistance in budget development.
- Assumes duties of director in director's absence.
- Performs other duties as assigned.

PERIPHERAL DUTIES: Performs variety of miscellaneous duties such as answering phones, picking up supplies, making arrangements for use of museum facilities, opening/closing museum, serving as receptionist, giving Searcy House tours, etc. Assists other staff in performance of their duties as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree (Master's degree preferred) in American history, museum studies, public history, liberal arts, or related field; two or more years of experience in a

museum, preferably a history museum, including work with collections, as well as one year in supervisory capacity; or any equivalent combination of education and experience.

Necessary Knowledge and Skills: Working knowledge of general philosophy, principles, and practices of history museums; considerable knowledge of collections management, care, documentation, and classifications; good knowledge of computer database systems; considerable knowledge of collections conservation; working knowledge of environmental control, pest management, security, and risk management; working knowledge of intellectual property and rights and reproductions; considerable research skills; working knowledge of principles and practices of office management.

Ability to plan, organize, and implement complex filing and research systems; ability to multi-task and problem solve; ability to work in a team-oriented environment; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with volunteers, assistants, supervisor, other agencies, and the public.

TOOLS AND EQUIPMENT USED: Collections databases; computer including word processing and other database programs; scanner; digital and film camera; general office equipment.

PHYSICAL DEMANDS: Frequently required to walk, sit, talk, and hear; frequently required to use hands to handle, feel, or operate objects, tools, or controls and to reach with hands and arms; occasionally required to climb or balance, stoop, kneel, or crouch; occasionally lifts and/or moves up to 25 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORK ENVIRONMENT: Noise level in work environment fairly quiet. Temperature and humidity levels are set for optimal collections conditions and are frequently cooler than average office environments. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.