

POSITION DESCRIPTION

Job Title: Collections Manager	Date: September 12, 2006
Department: Collections	FLSA Status: Non-exempt
Grade/Salary Range:	Emp Grp:
Supervisor: Director of Collections/Curator	Approved By:

Reporting Relationships:

The Collections Manager reports to CCHS' Director of Collections/Curator.

The Collections Manager supervises museum volunteers and interns in conjunction with the Curator.

General Responsibilities:

The Collections Manager is responsible for maintaining professional standards in the preservation of and access to the museum collections in-house and in the public domain.

Specific Duties and Responsibilities:

- Accessions, inventories, catalogs and photo documents new and existing museum collections. Supervises the cataloging of museum collections in accepted professional standards.
- Maintains computer database of catalog records and electronic imaging. Maintains paper records of museum accessions, deaccessions and loans.
- Develops and implements appropriate storage methods for collections.
- Monitors the condition of the museum collections and makes recommendations to the Director of Collections/Curator for their preservation.
- Processes incoming and outgoing loans, long-term and short-term, for museum objects and exhibits.
- Assists with research queries and photographic and digital reproduction requests.
- Develops work projects for CCHS volunteers and interns.
- Primarily responsible for the transportation of collections.
- Participates on exhibit teams and with public programs, providing access to museum collections.
- Maintains records of museum projects, programs, educational programs, grants and activities.
- Works with the Director of Collections/Curator to develop, implement and monitor a realistic collections management budget and annual work plan, defined by objectives and responsibilities for the museum.
- Participates in professional activities and organizations.
- Other duties as assigned.

Qualifications:

- Minimum bachelor's degree in history or American studies or other topic relevant to CCHS' mission; Master's degree preferred.
- One year accumulated museum experience in history museum setting; work experience especially related to organization and volunteer interaction preferred.
- Excellent verbal and written communication skills and interpersonal skills.
- Intermediate general computer skills for word processing, spreadsheets; High-level skills in museum collections software, photograph/digital applications.

Work Schedule:

This is a part-time non-exempt position subject to CCHS' flex schedule rules. This position may require out-of-hours, evening and weekend work.

Special Requirements:

Overtime and Weekend Work may be required.

Dress: Business Casual Daily; Business Attire will be required for some specific events.

Valid driver's license required and ability to drive CCHS van.

Must be able to lift/move/maneuver collections objects properly.

Able to read, write & speak English.

Special Skills:

Communication (written and verbal); "people skills;" knowledge of archives theory and practice; knowledge of regional history sufficient to provide service to researchers; knowledge of county government organization and records systems.

This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.