

Collections Manager  
Chippewa County Historical Society  
Montevideo, MN

Title: Collections Manager

Reports to: Executive Director

The Chippewa County Historical Society is seeking a candidate for the position of Collections Manager. A successful candidate will oversee the development of the collection as well as the registration, preservations, and storage of items. He/she will oversee volunteers and staff assisting with the basic collections work and will play a key role in exhibit development assuring that collections are displayed without incurring any damage to them.

JOB STATUS: This is a grant funded, part-time position, 20 hours per week average for 22 weeks for a total not to exceed 440 hours. Working days are flexible but project must be complete by December 1, 2019. Flexibility with work schedule preferred.

This grant project is funded from the Minnesota Historical and Cultural Heritage Grants Program through the Arts and Cultural Heritage Fund.

The Collections Manager will operate under the direction of the Executive Director.

The Collections Manager will be working with Collective Access, a cloud-based Collections Management System. Training will be provided. Collections Manager will initiate data clean up for items transferred from Excel databases.

The Collections Manager will begin work on updating location for transferred data and continue data clean up as needed.

The Collections manager will, in consultation with the Executive Director, construct a tagging-identification system and assist with an update of any acquisition and process forms as needed.

The Collections manager will continue working on adding new artifacts with photographs into Collective Access and will use the new tagging-identification system, updating location, description and identifying and defining locations where artifacts will be stored/placed. This work will also serve as a time trial for future Inventory and Cataloguing projects.

Continue updating tags, listings/descriptions, location and adding photographs of items in archives from data transfer as funding and time allows.

The Collection Manager will assist the Executive Director with completing the Final Report for the grant.

Additional tasks will be to keep the Executive Director updated on all progress each month so this information can be conveyed to the Board of Directors.

Desired Qualifications:

- Experience using Collections Management software (training will be provided for Collective Access)
- Experience cataloging and handling a variety of 3D collections, assessing and processing archival collections
- Experience overseeing projects
- Experience multi-tasking several projects at once
- Ability to be flexible with tasks and when dealing with staff and volunteers
- Good communication skills and detail oriented

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Qualifications:

- BA in History, Museum Studies or similar field
- 3-5 years of experience in collections management
- Experience in writing in a technical manner
- Interest in and enthusiasm for promoting Chippewa County history
- Experience or training in conservation would be an added bonus.

Pay rate is \$12.50 per hour. To apply, please email or send letter of interest, resume, and a list of three work references to Celeste Suter, Executive Director. Applications are due by February 8, 2019 with a start date of February 19<sup>th</sup>.

Celeste Suter, Executive Director

Chippewa County Historical Society

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