**Collections Manager**

Status: Regular, Exempt – Professional

Direct Supervisor: Executive Director

Supervises: Archivist, Curator of Collections and Exhibits, Registration Volunteers, and Interns.

**Primary Purpose**

The collections manager is responsible for the management, documentation and preservation of the permanent collection. The collections manager directs all activities related to the maintenance and development of permanent collection records, as well as physical and digital storage systems. The collections manager also supervises the archivist and the curator of Collections.

**Regular Duties and Responsibilities**

Information management: manual and electronic

1. Creates, compiles, and maintains artifact donation records, acknowledgments, histories of use, physical histories, loan, conservation, condition, publication, exhibition, and location records of permanent collections objects and/or specimens
2. Manages the permanent collections catalog and files
3. Organizes and implements inventory projects
4. Coordinates and assists with computer projects. Coordinates the selection of systems specs and software choices regarding collection management
5. Disseminates information as needed to other departments, researchers, and students

Collections management

1. Monitors care standards as well as legal and ethical implications of transactions. Reports discrepancies to Executive Director and provides recommendations.
2. Facilitates care and control of collections on site
3. Initiates, drafts, and, upon adoption, implements collection policies
4. Oversees packing and shipping (as needed)
5. Acts as courier or designates courier
6. Implements security procedures: Designs and controls storage areas; determines storage methods; oversees pest management programs

Exhibitions

1. Prepares grant reports under the supervision of the Director (as needed)
2. In-house exhibitions: Provides information to other departments as needed. Coordinates object movement and record keeping
3. Borrowed exhibitions: Schedules or supervises packing, shipping, condition reporting, and moving
4. Traveling exhibitions: Assists in the review of contracts and preparation. Coordinates documentation, packing, shipping, and provides courier service (as needed)

Supervisory

1. Manages the curator and archivist and provides backup coverage for their respective duties
2. Directs the management of the Archival and Material Culture collections by the curator and archivist
3. Oversees budget planning for the Archival and Material Culture collections
4. Approves accession and deaccession recommendations made by the archivist and curator to be brought before the collections committee

Other Duties and Responsibilities:

1. Provide Saturday, Sunday, and evening coverage as requested
2. Assist with OCHS programs and activities as requested
3. Attend management training
4. Perform other duties, as assigned by the Executive Director

*This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Qualifications**

B.A. Degree (Master’s preferred) in Museum Studies, Library and Information Science, History, Journalism, or Social Sciences

Proficiency in Past Perfect software or other collections management software

Proven experience with data entry and an ability to learn new software programs

Proven experience in collections, registration, and/or archives

Demonstrated management experience

Proficiency with Microsoft Office, especially Word, Excel, and Power Point

Optional: competency in intranet support for the organization.

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