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## **Museum Collections Manager**

Status: Regular, Exempt – Professional

Direct Supervisor: Archivist

Supervises: Volunteers and Interns

### **Primary Purpose**

Are you energized by collaborating in a team? With a small but motivated staff, you will need to be interested in and responsive to the work of other staff, comfortable giving and asking for feedback, and pitching in to help the team succeed. As the collections manager, you will be responsible for the management, documentation, and preservation of the permanent collection and oversee the material artifact collection in particular. You will also direct all activities related to the maintenance and development of permanent collection records, as well as physical and digital storage systems.

### **Job Tasks:**

#### **Collection Care and Management – 60%**

- Creates, compiles, and maintains artifact donation records; acknowledgments; histories of use; physical histories; and loan, conservation, condition, publication, exhibition, and location records of permanent collections objects and/or specimens.
- Manages the permanent collections catalog and files.
- Maintains deaccession records.
- Organizes and implements inventory projects for material artifact collection.
- Monitors care standards as well as legal and ethical implications of transactions. Reports discrepancies to Archivist and Executive Director and provides recommendations.
- Facilitates care and control of collections on site.
- In consultation with Archivist, initiates, drafts, and, upon adoption, implements collection policies.
- Implements security procedures: Designs and controls storage areas; determines storage methods; oversees pest management programs.
- Catalogs, processes, and stores new material artifact donations for long-term storage.
- Meets with patrons and donors regarding the acquisition of artifacts, and makes recommendations on accessioning new donations and deaccessioning current artifacts at Collections Committee meetings.
- Provides recommendations of budget expenses for material artifact collection.
- Provides a sounding board and works with other staff to identify and solve collection issues.
- Backs up computers and server each week.

**Exhibits – 40%**

- Creates exhibits, which includes researching, pulling artifacts, designing panels, writing and editing text, designing layout, and installing display.
- Preps exhibit spaces by painting, plastering, and otherwise cleaning the space.
- Manages and processes any loans needed for exhibits.
- Identifies any traveling exhibits that could be brought to the museum.

**Other Tasks – as needed**

- Applies for relevant grants.
- Provides backup coverage at the Front Desk.
- Provides backup coverage at the Research Center when Archivist is absent (assists patrons and volunteers).
- Assists with the setup and teardown of events, rentals, and other programs.
- Attends events and assists during them as needed.

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

**Requirements:**

- Bachelor's degree (Master's preferred) in Museum Studies, Material Culture, Public History, History, or other related discipline.
- Experience handling and caring for material artifacts in a museum setting.
- Experience using collections management software, such as PastPerfect, CollectiveAccess, or similar.
- Strong computer and digital skills, proficiency with Microsoft Office, and ability to learn new software programs.
- Excellent research, writing, editing, and copyediting skills.
- Great storytelling abilities.
- Ability to handle multiple priorities with flexibility and adaptability.
- Experience supervising volunteers or interns.
- Ability to perform manual labor and repetitive actions over time, including bending, climbing, moving, and lifting material up to 40lbs.

**Compensation:**

The Collections Manager is a full-time position. Compensation is \$36,635.04 with health, dental, and vision benefits.

**How to apply:**

Please email your resume, cover letter, a writing sample, and three professional references to [services@olmstedhistory.com](mailto:services@olmstedhistory.com). Address cover letter to Collections Manager Search Team.

EEO/AA Employer

The Olmsted County Historical Society, dba History Center of Olmsted County, is located in Rochester, Minnesota. It was founded in 1926 and is governed by a board of directors. Together with our enthusiastic volunteers, we provide presentations, educational and outreach programs, special events, museum exhibits, and archival research services. We currently own and operate two historic buildings and two historic farmsteads on 47 acres, in addition to operating seasonal tours of Mayowood, the home of Dr. Charlie Mayo, co-founder of the Mayo Clinic.