

Collections Manager Job Description

The Museum Department of the City of Platteville seeks applicants for a part time, temporary collections manager. This is a grant funded position with flexible hours. Rate of pay is \$15 per hour.

Summary and Scope of Position

The Collections Manager will provide general oversight for documentation and care for the Museums' diverse collection of over 30,000 objects. The Collections manager will be responsible for management of collections records and database, administer all collections care and management documentation for permanent collection, and apply best practices to the work of the Museum. This position requires precise attention to detail, strong communication and analytical skills, as well as the abilities to manage multiple projects simultaneously and to work collaboratively and diplomatically.

Supervises: Collections interns and volunteers.

Supervision: works under the guidance of and reports to the Museum Director.

Physical Requirements/Skills

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.

Principal Duties and Responsibilities

- Manages collections records and database; including accessioning/cataloging of all artifacts.
- Oversees production of and manages object image files and other media and integrates into the collection management system, generates reports from database as needed.
- Participates in establishing data standards; develops and expands the museums' digital assets, including history, provenance, status, condition, location, and description of each object; establishes consistency in nomenclature and terms.
- Monitors artifact storage and exhibit spaces for temperature/humidity, environmental hazards, safety, and cleanliness.
- Trains and supervises museums' collections interns and volunteers.
- Works with director and acquisition committee regarding possible deaccessions and manages documentation and disposal according to collections policy.
- Follows museum best practices in all for the museum.

Education and experience

Bachelor's degree in Public History, Museum Studies or related field required. Master's degree preferred.

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.