



**THE MINING & ROLLO JAMISON MUSEUMS |  
CITY OF PLATTEVILLE MUSEUM DEPARTMENT**

**JOB DESCRIPTION**

**MUSEUM SPECIALIST - COLLECTIONS MANAGEMENT**

**EXEMPT:** No

**UNION:** No

**GENERAL STATEMENT OF JOB:**

The Museum Specialist-Collections Management will provide general oversight for documentation and care for The Mining & Rollo Jamison Museums' diverse collection of more than 30,000 objects. The Museum Specialist-Collections Management 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 Museums. 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.

**EXAMPLES OF WORK PERFORMED:**

Section 1. Specific Activities

- 1.1 Manages collections records and database; including accessioning/cataloging of all artifacts.
- 1.2 Oversees production of and manages object image files and other media and integrates into the collection management system, generates reports from database as needed.
- 1.3 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.
- 1.4 Monitors artifact storage and exhibit spaces for temperature/humidity, environmental hazards, safety, and cleanliness.
- 1.5 Trains and supervises Museums' collections interns and collections volunteers.
- 1.6 Works with Museum Director regarding possible accessions and deaccessions, and manages documentation and disposal according to collections policy.
- 1.7 Follows museum best practices in all projects for the museum.



## Section 2. Peripheral Activities

- 2.1 Performs and assigns housekeeping when needed and as directed to help keep museum spaces clean and welcoming, and to control potential agents of deterioration of museum objects.
- 2.2 Assists with exhibit development and execution when needed and as directed.
- 2.3 Assists with program development and execution, and special event set-up or tear-down when needed and as directed.
- 2.4 Performs other duties as assigned or as needed

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Working knowledge of general philosophy, principles, and practices of museums; considerable knowledge of collections management, care, documentation, and classifications; good knowledge of computer database systems; considerable knowledge of collections preservation; working knowledge of environmental control, pest management, security, and risk management; working knowledge of intellectual property 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.

### **TOOLS AND EQUIPMENT USED:**

Desktop computer (Windows) with Microsoft Office, PastPerfect Museum Software, FareHarbor booking system, tablet, printer/scanner/copy machine, cash register, tablet, car, security system, telephone, uses other tools and equipment as requested or needed.

### **CONFIDENTIAL DATA:**

Confidential data includes but is not limited to personnel, security system, and value of artifacts.

### **ESSENTIAL PHYSICAL JOB REQUIREMENTS:**

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



While performing the duties of this job, employee is consistently required to walk, sit, talk, hear, use hands to handle, feel, and to reach with hands and arms; frequently required to operate objects, tools, or controls; 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.

### **ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:**

The following elements serve to identify the required acceptable experience and qualifications:

1. Minimum education: High School diploma or equivalent (Bachelor's degree with a major in Public History, Museum Studies or related field; or Master's degree in a related field preferred), and
2. Related work experience of 1 to 4 years, or
3. Any equivalent combination of education and experience.
4. Knowledge of local history, experience with developing and delivering interpretative programs to a broad audience, and supervisory experience preferred.
5. Valid Wisconsin driver's license.

### **STATEMENT OF WORKING CONDITIONS:**

The City of Platteville is a drug-free workplace.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee is occasionally exposed to cleaning solvents, dirt and dampness when working in the mine.

### **POSITION ACCOUNTABILITY:**

**REPORTS TO:** Works under the guidance of and reports to Museum Director.

**SUPERVISION EXERCISED:** Interns and volunteers. Supervisory responsibilities include instructing, reviewing, allocating personnel, assigning work, planning work of others, coordinating activities, acting on employee problems, recommending promotion.



### **SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### **CITY OF PLATTEVILLE VALUES**

Having a Positive Impact on Our Community • Treating our Customers with Care • Working Cooperatively Together • Doing Quality Work • Demonstrating Integrity on the Job • Showing Flexibility and a “Can Do Spirit” • Acting as Good Stewards of the City’s Resources • Ensuring Our Safety and the Safety of Others

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