

# JOB DESCRIPTION

# HIGH DESERT MUSEUM

## POSITION

<b>JOB TITLE:</b>	Collections Manager	<b>DIRECT SUPPORTS:</b>	Senior Curator of Exhibits & Collections
<b>DEPARTMENT:</b>	Exhibits	<b>DIRECTLY SUPPORTS:</b>	n/a
<b>CLASSIFICATION:</b>	Full-time, exempt	<b>SALARY RANGE:</b>	\$52,000+ DOE

## JOB SUMMARY

This position manages the Museum’s collection, library and archives. Furthermore, the position plays a role in helping to coordinate and facilitate the production and installation of temporary and permanent exhibitions within a dynamic team of curators and exhibit design professionals.

## ESSENTIAL FUNCTIONS (in order of priority with the percentage of time spent on each)

<b>45%</b>	<p><b>Collections Maintenance</b></p> <ul style="list-style-type: none"> <li>• <i>Maintains objects and materials in accordance with artifact collections management policy and strategic collections plan</i></li> <li>• <i>Ensures cultural responsiveness and considerations for collections preservation and care</i></li> <li>• <i>Oversees the processing of objects into the collections and library</i></li> <li>• <i>Oversees the environmental quality of collections and exhibits – including daily maintenance and monitoring in galleries</i></li> <li>• <i>Monitors the security of collections</i></li> <li>• <i>Directs and trains interns and volunteers</i></li> </ul>
<b>25%</b>	<p><b>Collections Administration</b></p> <ul style="list-style-type: none"> <li>• <i>Serves on the Museum’s Collections Committee</i></li> <li>• <i>Actively assists in long-range collections development</i></li> <li>• <i>Helps coordinate and support staff team for NAGPRA processes, transactions and records</i></li> <li>• <i>Maintains collections database records and standards</i></li> <li>• <i>Assists with grants and other funding sources to support ongoing collections maintenance</i></li> <li>• <i>Responsible for disaster planning for Museum collections</i></li> <li>• <i>Supervises research related to collections</i></li> <li>• <i>Prepares and monitors annual budget for collections, exhibits and library</i></li> <li>• <i>Provides access to collections for partners, advisors and scholars</i></li> </ul>
<b>25%</b>	<p><b>Exhibition Support</b></p> <ul style="list-style-type: none"> <li>• <i>Provides conservation guidelines for exhibitions and actively assists in installation, which may include mount making and gallery preparation</i></li> <li>• <i>Prepares objects for exhibition or loans</i></li> <li>• <i>Helps maintain schedules, budgets and contracts for temporary, permanent and traveling exhibits</i></li> </ul>
<b>5%</b>	<p><b>Additional Duties</b></p> <ul style="list-style-type: none"> <li>• <i>Contributes to and supports the Museum’s DEAI initiatives</i></li> <li>• <i>Assists with Museum wide events, such as Free Days, fundraising gala, etc.</i></li> <li>• <i>Follows all Museum policies, procedures, and safety regulations</i></li> <li>• <i>Other duties as assigned</i></li> </ul>

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## QUALIFICATIONS

EDUCATION/ CERTIFICATIONS	<ul style="list-style-type: none"><li>• Bachelor’s Degree in Museum Studies, American Indian Studies, Anthropology, Art History, Natural History, U.S. Western History or equivalent</li><li>• Experience in collections management procedures: accessioning, retrieval, attributions, documentation, proper storage, and handling techniques</li><li>• Experience with museum display, such as mount making, and exhibition techniques and standards</li><li>• Knowledge of material culture theory</li><li>• Knowledge of culturally responsive collections management practices, those practices that take into consideration the culture that produced an object, with particular emphasis on Plateau tribes</li><li>• Demonstrated skill in collections management databases (PastPerfect preferred) and MS Office suite</li><li>• Demonstrated knowledge of professional museum practices and standards, including registration methods, object loans, safe object handling, conservation, packing and shipping, proper storage, security measures and object numbering techniques</li><li>• Ability to implement strategic collections management plans and acquisition policies</li><li>• Ability to implement and adhere to collections management policy</li><li>• Ability to lead and train volunteers and interns</li><li>• Ability to set and meet deadlines; manage projects, exhibit installations and planning</li><li>• Excellent interpersonal, organizational, and written and oral communication skills</li><li>• Ability to work independently and as part of a team, establishing and maintaining effective working relationships with fellow employees, volunteers, and general public</li><li>• Demonstrated creative problem-solving skills while working collaboratively in a multidisciplinary museum</li><li>• This position involves extended periods of seated or standing desk work and may include collections-related travel</li><li>• Frequent computer and phone use</li></ul>
PREFERRED EXPERIENCE	
SKILLS/ ABILITIES	
PHYSICAL ELEMENTS	
EQUIPMENT USE	

## ACKNOWLEDGMENT

*I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.*

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Signature

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Date