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Job Title: Collections Manager

Supervisor: Executive Director

FLSA Status: Full-Time Exempt

Last Revision Date: July 18, 2019

General Description: The Collections Manager supports the mission of the Vermont Historical Society through the cataloging, care, preservation, and general management of the Society's museum collections. The Collections Manager is the primary point of contact for staff, researchers, students, and the general public interested in utilizing the collections. The Collections Manager oversees all exhibit installations, loans of objects, and use of museum collections as well as conservation and appropriate storage of artifacts.

Duties and Responsibilities:

- Oversee the management, preservation, conservation of museum collections.
- Implement collections policies and procedures, integrated pest management plan, emergency response/disaster management, and other policies and/or procedures necessary for the management and accessibility of the collection
- Create and maintain all collections documentation and files, including incoming and outgoing loan agreements, temporary custody receipts, deeds of gift for acquisitions, and deaccession forms
- Provide director with conservation priorities as they relate to overall preservation and exhibition needs and work with professional conservators to implement conservation projects and preventative treatment
- Organize and maintain museum collections storage area and collections supplies to the standards of museum best-practices
- Monitor environmental conditions of the museum facilities and work with facilities staff to maintain designated levels
- Correspond with donors, lenders, and vendors for donations and loans
- Coordinate and staff quarterly Collections Committee meetings
- Determine and coordinate methods of packing, shipping, condition reporting, digital photography, and unpacking for incoming loans and new acquisitions; Serve as courier for such activities when necessary
- Assign accession numbers and maintain accession book for record keeping; Assign incoming loan numbers; Determine best-method of applying number to objects when necessary
- Respond to collections inquiries and provide access for staff, researchers, and general public.
- Manage Society's collections management software, PastPerfect—serve as database administrator.
- Plan, Implement and Evaluate collections storage area upgrades and changes as necessary; Organize collections storage area to accommodate ever-growing collection
- Manage collections supply budget.
- Supervise collections volunteers and interns.
- Other duties as assigned.

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Qualifications:

- Master's degree in History, Museum Studies, or other appropriate field with specialized focus in managing a diverse collection, knowledge of collections care practices, basic conservation skills and knowledge of exhibition installation guidelines.
- Safe handling practices with all manner of objects in variety of environments
- Ability to maintain complex, highly sensitive files
- Knowledge of best-practice for storage environments for variety of objects
- Historical research and methodology skills
- Verbal and written communication skills
- Ability to manage and direct work for students, interns, and volunteers
- Strong project management skills
- Computer knowledge, especially PastPerfect collections management software
- Able to easily engage visitors and guests