

POSITION DESCRIPTION

Collections Manager

Objective:

The Collections Manager maintains the permanent and education collections of the Museums of Historic Hopkinsville-Christian County. All duties shall be performed in accordance to the policies outlined in the Collections Management Policy (2018) and with regard to American Alliance of Museum's National Standards and Best Practices.

The Collections Manager is a professional non-exempt staff position.

NOTE: Full-time with benefits

Level of Responsibility:

Reports to: Executive Director

Supervisory duties: Supervises volunteers and interns on collections projects

Essential Functions & Board Priority:

Collections & Archive Management

1. Maintains intellectual control over the collection of MHHCC.
2. Documents the accession and deaccession of artifacts into and out of the collection of MHHCC. Accessioning duties include newly-acquired artifacts as well as extensive backlog of artifacts not yet accessioned.
3. Maintains records for all artifact acquisitions and collections-related documentation.
4. Makes recommendations for changes and improvements to existing policies and procedures.
5. Makes recommendations for deaccessions of artifacts based on the criteria set forth in the Collections Management Policy.
6. Makes collections more accessible to the public.
7. Coordinates and manages inventory of collection.
8. Gathers and maintains relevant institutional records, photographs, articles, etc. in the institutional archives.
9. Maintains proper storage, care, order, and handling of artifacts.
10. Processes all objects to be loaned to and from the collection.
11. Coordinates object movement and record keeping.
12. Trains staff, volunteers, and public on proper handling techniques.
13. Solicits artifacts based on the Collections Plan.
14. Oversees public use and research requests regarding specific objects in the collection and all other research inquiries.
15. Leads the Collections Committee.

Exhibitions

16. Creates, designs, writes, and maintains temporary and permanent exhibitions both on and off site that tell the stories of this community.

17. Chooses appropriate artifacts from collection and conducts historic research to best tell the story of exhibitions.
18. Maintains continuity in interpretation and graphic style in all exhibitions.
19. Provides measures for visitor evaluation of exhibitions.
20. Manages storage of exhibit props and materials.

Facilities Management

21. Manages regular cleaning, maintenance, and repairs to the building facilities including both interior and exterior spaces.
22. Coordinates effective maintenance and repairs of exhibits and exhibit space.

Visitor Services

23. Performs basic visitor services duties in absence of visitor services staff or volunteers.