

**Title:** Collections Manager

**Supervises:** Volunteers and Interns

Full Time with Health Insurance

Salary: TBD

### **Amelia Earhart Birthplace Museum – Organization Description**

The Amelia Earhart Birthplace Museum is a non-profit organization focused on telling the narrative of Amelia Earhart and Atchison, KS. Located in Atchison, KS, the museum invites visitors to learn more about the famous aviatrix and the people and places that supported her.

The Museum holds two main collections: Museum Collections and Museum Archives. The Museum Collections holds items relating to Amelia Earhart while the Museum Archives holds material relating to the history of the Museum.

### **Summary**

The Collections Manager directly manages and oversees a collection of artifacts, specimens, and/or artwork, including acquisition, documentation, handling, housing, use, preservation, disposition, and maintenance. Receives, prepares, and catalogs new materials; plans and organizes exhibition-related movement of objects, including packing, shipping, and insurance for collections exhibitions as well as for incoming and outgoing loans. Manages the database of collection contents. Manages copyright permissions. Supervises museum personnel, volunteers, and interns.

### **Duties and Responsibilities**

1. Manages all aspects of collections care, following and implementing accepted museum professional standards and practices. Directly manages the collection's documentation, archives, preservation, handling, copyright, security, database management, insurance and environmental monitoring of facilities and objects.
2. Supports exhibition logistics, including incoming/outgoing loans agreements, shipping, receiving, packing, condition reports, certificates of insurance, and object security.

3. Manages copyright permissions for collections, exhibitions, and archives for internal and external publication requests.
4. Supervises the storage and preservation of collections objects including managing and coordinating conservation treatments.
5. Manages database development for all collections materials. Responsible for system security, digitization efforts, periodic software upgrades and database system migrations, metadata development, and database search capabilities.
6. Performs research on collection materials and/or artifacts.
7. Assists in preparing proposals, finding and writing grants, and other general fundraising and donor programs for the museum.
8. Gathering data: Historians collect data from archives, books, artifacts, court records, diaries, news files, and photographs
9. Analyzing data: Historians determine the authenticity and significance of historical data
10. Supervises access to the collection for study, exhibition, and research.
11. Communicates with potential donors, museums, institutions, and other patrons for potential acquisitions to the collection.
12. May train and supervise staff, interns, and/or volunteers performing related work; may participate in the recruitment of volunteers, as appropriate to the area of operation.
13. Provides guided tours to museum visitors
14. Develops strategies to keep visitors inspired, collections relevant, and operations on track.
15. Performs miscellaneous job-related duties as assigned.

### **Minimum Job Requirements**

- MA in Museum Studies OR at least 5 years of experience directly related to the duties and responsibilities specified.

### **Knowledge, Skills and Abilities**

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to gather data, compile information, and prepare reports.

- Ability to foster a cooperative work environment.
- Employee development and performance management skills.
- Database management skills.
- Knowledge of conservation and preservation techniques and/or procedures for museum collections.
- Ability to use independent judgment and to manage and impart information to a range of clientele.
- Ability to manage and ensure compliance with loan arrangements of artifacts, specimens, and/or artworks.

### **Working Conditions and Physical Effort**

- No or very limited exposure to physical risk.
- Onsite job. The job requires you to be at the museum. Certain activities can be performed at home if needed.
- Moderate physical activity. Requires handling of average-weight objects up to 25 pounds and/or standing and/or walking an average of four (4) hours per day and walking up and down stairs.

The Amelia Earhart Birthplace Museum is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

Please send resume and cover letter to Heather Roesch, Museum Director, at [director@ameliaearhartmuseum.org](mailto:director@ameliaearhartmuseum.org)