JOB DESCRIPTION
Collections and Exhibits Manager

Summary
The Collections and Exhibits Manager works with the Collections Committee to recommend accessions and deaccessions and is responsible for developing and recommending updates to collections policies and procedures, maintaining records pertaining to collections, monitoring collections storage areas, basic conservation of collection items, and support of research using the collections; also responsible for the maintenance and improvement of long-term exhibitions and the planning, coordination, and installation of short-term exhibitions and exhibits.

This full-time at-will employee is supervised by the Executive Director/CEO. The position supervises the Archivist-Historian, collections/exhibits volunteers, and is the staff liaison to the Collections Committee and to the volunteers who restore historic agricultural equipment. This position is paid on a “salaried” basis and has been determined to be exempt from the overtime provisions of federal and state wage and hour laws.

Typical Duties

1. Develops, recommends, and implements collections policies established by the Board of Trustees. Understands and adheres to the standards prescribed by the American Association of Museums and the American Association for State and Local History, including the collections policies and the code of ethics, as well as accepted good practices.

2. Serves as the staff liaison to the Collections Committee of the Board of Trustees; assists in the development of Collections Committee recommendations to the Board of Trustees regarding the accessioning and deaccessioning of artifacts; recommends to the Collections Committee and Executive Director/CEO actions for the disposal of deaccessioned items.

3. Responsible for the completion of records of donors and for the registration of collection items; for cataloging collections items and for maintaining catalog records; for completing arrangements for loans; for maintaining support files related to collections items; and for the preparation of reports on collections items for the Executive Director/CEO, the Board of Trustees, and the County Board of Supervisors.
4. Responsible for preparing artifacts for storage or exhibition; performing basic cleaning and conservation procedures, numbering/labeling artifacts, and packing artifacts for storage; and packaging items for shipping or transport and maintaining appropriate insurance coverage for collections items on loan and in transit.

5. Monitors collections storage areas for proper environmental controls and space utilization and supervises storage reorganization and the moving of collections items; monitors the condition of collection items on exhibit and the environmental conditions of the exhibits; rotates sensitive collections items off exhibit or implements other actions to conserve exhibited artifacts.

6. With the Facilities Manager, monitors the condition of the historic structures on the Museum campus and the collections within; develops recommendations for the preservation of the historic structures and for the conservation of exhibited artifacts.

7. With the Executive Director/CEO, is responsible for monitoring the condition of Museum exhibits; developing recommendations for updating or upgrading exhibits; developing historical content for Museum exhibits; coordinating the updating or upgrading of Museum exhibits; directing the agricultural equipment volunteers in the scheduling of artifact restoration projects and the implementation thereof; and sensitively installing collections items in Museum exhibits.

8. With the Executive Director/CEO, is responsible for planning, coordinating, installing, supplementing, and packing/shipping short-term rental exhibitions, including those from the California Exhibition Resources Alliance (CERA); and for planning, coordinating, and installing short-term exhibits developed in-house.

9. Responsible for supporting research on collections items; for retrieving materials for research requests from the public or from staff; for providing good customer service to research patrons.

10. Serves as a Safety Officer for collections/exhibits staff and volunteers; conducts appropriate safety training sessions.

11. Other tasks as required.

Indications of Qualification
Ability to establish and maintain productive, cordial working relationships, and communicate orally and in writing in English with a wide variety of staff, volunteers, educators, and community members.
Ability to efficiently and effectively develop and adhere to policies and procedural standards.

Knowledge of museum collections management and conservation standards and good practices.

Knowledge of museum exhibit development standards and good practices.

B.A. in history, museum studies, anthropology, library science, or other relevant discipline. M.A. or Ph.D. preferred.

Three or more years of responsible work in museum collections and/or exhibits management. At least one year of responsibility in a supervisory capacity. Training and experience in museum registration methods and basic conservation practices.

Familiarity with Microsoft Word, Excel, PowerPoint, and Publisher. Familiarity with IO collections management software preferred. Familiarity with photo manipulation and database software preferred.

Valid California driver's license and current effective insurance coverage preferred.

Interest in the history of San Joaquin County and the region preferred.

DRS 8-4-08