

Job Title: Collections Manager

Position Type: Three quarters (3/4) time (25-30 hours a week)

Salary: Hourly, \$20-\$21

Benefits: Vacation, Sick and Paid Holidays

Position Summary: The position is primarily responsible for collection development and exhibitions, research, and interpretation relating to the Museum collection areas. This position also assists with guest services, programming, and event planning.

Reports to: Executive Director and/or President of KCHS Board of Directors

Deadline: **Friday, October 11, 2024 at 4:00pm**

Essential Duties:

- **Collections:**
 - Oversees the documentation, care, conservation, security, and storage, as well as proper exhibition. The Collections Manager is also responsible for records and physical management of artifacts and takes on a supporting role in the development and implementation of the Museum's temporary and permanent exhibits.
 - Ensures all aspects of the physical and records management of the archival, artifact and other collections at the Museum are handled according to legal requirements and are up to professional standards. This includes: accurate and up to date record keeping, appropriate standards of storage, security and risk management and taking preventative conservation action.
- **Exhibits:**
 - Retrieves and prepares artifacts and artifact information, conducts artifact related research and provides input to staff regarding collection elements for exhibits, programs and other museum needs.
 - Is involved in the planning, developing, and mounting of temporary and permanent exhibitions.
- **Programming Assistance**
 - Works with the Executive Director and Education/Programming Committee to provide programming related to object preservation and exhibits.

- **Other Duties**

- May be assigned other duties to assist with special projects or events by the Executive Director as necessary.
- Serve as a member on the Collections Committee and Education/Programming Committee

General Requirements:

- Must be able to stand or sit for long periods of time
- Must be able to transport up to 50 lbs.
- Capable of retrieving objects from shelving up to 8 feet in height.
- Must have an outgoing personality and able to interact with people of all ages.
- Should be able to work independently or as a team member.
- Must be flexible in assisting with other areas of museum operations outside of job duties.
- Knowledge of Microsoft Office programs are preferred.
- Ability to learn and use collection database, Collective Access and other technology in research library.
- Ability to work a flexible schedule including evenings and weekends as necessary.

Minimum Qualifications:

- Bachelor's degree in History, Museum Studies, Archives or related field preferred but not required.
- At least 6 months of experience working or volunteering in a museum or nonprofit setting.
- Proficient knowledge of collections management software with a preference for Collective Access.
- Historical research skills
- Ability to organize projects and meet deadlines as necessary.

How to apply:

- All applications must contain the following cover letter, resume and 2-3 references.
- The applications should be sent by email in a single PDF with subject line "Collections Manager Position" to director@kandiyohicountyhistory.com.
- For more information or questions about position, please contact Jill Wohnoutka at 320-235-1881 or director@kandiyohicountyhistory.com.