

JOB INFORMATION

Job Code	AB06
Job Description Title	Collection & Exhibitions Manager
Pay Grade	LM08
Range Minimum	\$43,290
33rd %	\$51,950
Range Midpoint	\$56,280
67th %	\$60,610
Range Maximum	\$69,270
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	3/9/2023

JOB FAMILY AND FUNCTION

Job Family:	Libraries, Archives & Museums
Job Function:	Archives

JOB SUMMARY

Reporting to the Director of Curatorial Affairs, the Collection and Exhibitions Manager manages the logistics and maintenance of the art collection stewarded by the Jule Collins Smith Museum of Fine Art, the university's on-campus teaching museum, a highly creative, outward-facing, visitor-centered institution that welcomes everyone to explore, experience and engage with the visual arts in service to the region and the nation. The position collaborates with museum colleagues and others to administer all aspects of collection care, following and implementing accredited museum standards and practices, and ensures expanded access to it, for both in person and on-line use; provides environmental monitoring; advances conservation and security and safety measures; as well as supports the seamless implementation of a robust exhibition schedule.

RESPONSIBILITIES

- Maintains the collection database, determining and implementing data entry standards and procedures; inputting data and photography in a timely manner; writing and maintaining a data entry user manual; training and supporting staff users and creating and maintaining their accounts; conducting data entry checks to assure quality assurance; spearheading and participating in data cleaning efforts; and serving as the liaison with software representatives. Responsible for the digitization of images, creating reports, metadata development, periodic software upgrades, system migrations and security, and public access on the museum website. Remains current on best practices regarding art collections and technology, and the museum's collection management system specifically.
- Manages the documentation of the permanent collection, including establishing and maintaining detailed records, object files, and coordinating for photography. Oversees day-to-day object tracking of all works in the collection database. Initiates requisite collections documentation, assigns object numbers, and records all temporary, permanent, and off-site storage locations. Undertakes object research as necessary.
- Receives, prepares, and catalogs new acquisitions, purchases and gifts-in-kind, including assisting and coordinating with colleagues in the curatorial, communications and external relations, development, and operations units. Creates preliminary object files and generates receipts and other paperwork.
- Responds in a timely manner to loan and research requests. In collaboration with the Communications and External Relations unit, manages and/or negotiates copyright permission requests for publications, publicity, marketing, and related uses. Tracks and maintains all related information in the collection management system.
- Monitors all spaces and environments housing the collection. Maintains and generates current facility reports, including for prospective private and institutional lenders. Completes monthly inventory spot-checks and maintains a current appraisal of the collection in accordance with the collection management policy.

RESPONSIBILITIES

- Supervises the conservation and preservation of artwork including managing and coordinating conservation treatments. Implements object conservation priorities and ensures the safe storage of all works in the collection.
- Supports and coordinates museum exhibitions, including providing project budget management, preparing checklists and images of objects for exhibitions, tracking movement of collection objects, and conducting object-related research. Acts as Registrar, overseeing and coordinating all duties relating to art shipping and transport, coordination of loan agreements, insurance, and condition reporting in adherence to established policies. Facilitates all incoming and outgoing loans and their requisite agreements, including exhibition-related movement of collection objects; wellness checks for objects at other campus locations; and packing, shipping, and insurance confirmation. Ensures adherence to established policies. Determines appropriateness of packing and shipping methods to assure preservation of artwork and adherence to museum standards. Manages and maintains shipping calendars and checklists for touring exhibitions; acts as a touring exhibition liaison to institutions receiving loans from the museum.
- In collaboration with other museum units, manages and supervises access and in-house movement of artwork for study and research to facilitate courses, projects, and programs that allow intimate interaction with artworks in the collection. Establishes a request and confirmation system to ensure all impacted units are prepared. Recommends appropriate engagement methods to ensure safety of artwork and adherence to museum standards. As directed, may work with researchers, scholars, and others to provide collection access, including ensuring adequate supervision. Conducts research on objects in the collection and may provide interpretation for exhibitions and their didactics, as well as related publications, newsletters, social media, and related communications.
- May identify supplemental funding to support exhibitions and the collection, including preparing proposals and grant applications for initiatives or other special projects.
- Represents the museum through various public programs and other professional development workshops, seminars, and conferences.
- May train and supervise student staff, graduate assistants, and interns performing work related to the collection and/or in galleries.
- Performs other related duties assigned.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience
Bachelor's Degree	Degree in Art History, Arts Education, Education, Museum, Cultural, or Visual Studies, Public Humanities, Cultural Studies, Museum Studies, Library Studies, or related field.	And	3 years of	Experience in archiving, researching, documenting and maintaining a museum or special collection within a private collection or an arts and/or culture environment for diverse community audiences.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Thorough knowledge of museum policies, practices, and procedures.	
Extensive knowledge of and experience with collections management and digital asset management systems.	
Knowledge of nomenclature, metadata standards, best practices in conservation, object handling, insurance, and museum legal and ethical issues.	
Knowledge of exhibition touring systems and needs to ensure safety of collection objects on loan to outside institutions.	
Basic knowledge of conservation and preservation techniques and procedures for museum collections.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of domestic and foreign loan procedures including courier arrangements and travel.	
Knowledge of research methodology, principles and procedures.	
Excellent organizational and prioritizations skills.	
Excellent knowledge of art and art history including identification of specific types of art movements and art works.	
Comfortable working on both Windows and Mac platforms.	
Strong collaborative, interpersonal and communication skills; collegial with demonstrated ability to work effectively with a wide range of constituencies within diverse communities.	
Excellent database management skills.	
Skill in organizing museum archives.	
Ability to foster a cooperative work environment.	
Participation in the arts and collection management community.	
Excellent project management skills.	
Ability to supervise and train student employees and or interns, including organizing prioritizing, and scheduling work assignments.	
Ability to manage and ensure compliance with loan arrangements of artworks.	
Ability to develop, plan, and implement short- and long-range goals.	
Ability to gather data, compile information, and prepare reports.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None Required.			

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking				X		
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:

Ability to see information in print and/or electronically.; Ability to see information in print and/or electronically, should have depth perception and the ability to distinguish colors.