



## Collections Manager

Department: Collections

Classification: Full Time, Regular

Reports to: Collection Curator

Status: Exempt

Proposed Salary: \$44,000-\$50,000

Eligible for Benefits: Yes, Full Benefits

### Position Summary:

At the Tri-Cities Historical Museum (TCHM), we create connections to local history! We're seeking a detail-oriented, dependable, and curious professional to join our team as Collections Manager. This position collaborates with the Collections Curator and is primarily responsible for the physical management and care of over 74,000 historic items housed at the Akeley Museum and the Community Archive and Research Center (CARC). The Collection Manager oversees facilities for the CARC and warehouse buildings, including coordination of minor maintenance and repair projects. The Collection Manager supports public access to collections and collaborates with the Collection Curator on departmental goals, projects, and compliance with AAM standards, including NAGPRA. The ideal candidate is passionate about local history, experienced in museum best practices, and comfortable managing multiple projects in a dynamic, team-oriented environment.

### Qualifications:

A minimum of a Bachelor's degree in history, museum studies, design, or a related discipline is preferred. Ability to organize and manage multiple tasks and meet deadlines. Good communication abilities, including written, verbal, and presentation skills. An emphasis will be placed on collaboration, communication, and teamwork. This position requires precise attention to detail and strong analytical skills.

Duties, responsibilities, and time allocation percentage

### Collections: 75%

- Primarily responsible for the physical storage of objects. House newly accessioned objects. Basic physical care of objects in the collection.
- Pull, pack, and return objects for exhibition and loan purposes. Update location codes within the database.

- Supervise Museum interns and volunteers under the direction and supervision of the Collection Curator.
- Assist the Collections Curator in the cataloging of newly accessioned objects.
- Assist the Collections Curator in performing a rolling inventory of objects in the collection.
- Assist the Collections Curator in handling prospective artifact donations.
- Assist the Collections Curator with the monthly Collections Committee Meeting.
- Assist the Collections Curator with the processing of archival collections.

#### Facilities Oversight: 15%

- Perform cyclical housekeeping duties in collection spaces in adherence to the museum's housekeeping plan.
- Perform monthly Integrated Pest Management tasks and data collection in adherence to the museum's IPM Plan.
- Provide oversight of the CARC and warehouse buildings and ensure exacting temperature and humidity standards are monitored and maintained.
- Implement pest management traps, mitigate mold and mildew growth, and maintain the collection's overall security.
- Work with the Collections Curator and the Facilities Coordinator/Maintenance Technician to prepare a departmental facilities budget.
- Coordinate with museum staff or contractors on all building maintenance, repair projects, renovations, moves, and transfers.

#### Miscellaneous Duties: 10%

- Write articles for the museum's publications, which include River Winds and Grand River Packet, and contributions to the museum's column in the Grand Haven Tribune.
- Regularly update the collections portion of the museum's website to ensure content is current.
- Provide event support and engage directly with the public as a knowledgeable and welcoming representative of the CARC department.
- Create and maintain relationships with professional colleagues, community members, lenders, and donors.
- Create and contribute content to the museum's social media accounts as requested by the leadership team.

#### Necessary Collections-Related Skills/Abilities:

- Working knowledge of collections management databases.
- Considerable knowledge of collections management, care, documentation, and classifications.
- Knowledge of the preservation of mixed collections and basic conservation practices.

- Knowledge of environmental control, pest management, security, and risk management.
- Ability to plan, organize, and implement complex filing and research systems.
- Be knowledgeable of and prepared to participate in the museum's disaster and emergency plan.
- Ability to process new archival donations, including accessioning, arrangement, description, and housing, following Society of American Archivists guidelines.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

#### General Knowledge, Skills, and Abilities

1. Demonstrate and effectively communicate a comprehensive understanding of the TCHM Mission and Value Proposition from the current Strategic Plan.
2. Understand the general philosophy, principles, programs, and practices of a public historical museum.
3. Able to handle multiple projects simultaneously while meeting all critical deadlines. Prioritize and organize workload effectively to complete tasks on time. Delegate where appropriate.
4. Adhere to the highest ethical standards.
5. Outstanding written and verbal communication, with proven ability to communicate effectively in public speaking and when interacting with key partners, professional affiliates, and staff colleagues.
6. Possesses exceptional customer service skills, with the ability to work with diverse customers, volunteers, and TCHM staff. Strong interpersonal and excellent listening skills.
7. Be an outgoing, optimistic, and professional representative of TCHM to all stakeholders.
8. Be creative, collaborative, and strategic with good analytical and problem-solving skills.
9. Be a self-starter and able to work independently and as part of a team.
10. Be proficient with technology and familiar with TCHM social media, computer programs, and databases.
11. Manage budgets for areas of oversight, provide expenditure forecasts and revenue estimates, and ensure adherence to budgets under dynamic operating conditions.
12. Be flexible and able to work weekends, holidays, and evenings as necessary.
13. Physical requirement – be able to lift and move objects up to 50 lbs.

To apply, please send your cover letter, resume, and references to Erica Layton, Executive Director, at [careers@tchmuseum.org](mailto:careers@tchmuseum.org).