

## ANCHORAGE MUSEUM

Title: Senior Collections Manager

Reports To: Director of Collections & Chief Conservator

FLSA Status: Exempt

EEO Class: Professional

Approved By: Museum Director/CEO

*The Anchorage Museum connects people, expands perspectives, and encourages global dialog about the North and its distinct environment. Exploring the intersection of art, history and science, the Anchorage Museum shares multiple perspectives and experiences that tell a greater story. We welcome diverse perspectives and recognize all are enriched when a diversity of voices, viewpoints, and skills are included and engaged in the work we do.*

### **Summary Position Statement**

Under the supervision of the Director of Collections & Chief Conservator, the Senior Collections Manager is responsible for leading a team in the management of the Museum's object and art collections. The Senior Collections Manager serves as an advocate for the Museum's collections and assists the Director of Collections with management of department staff and priorities and in helping to realize the goals for Collections within the Museum's strategic and Collections Plans. The Manager supports project teams and work coordination related to collections in the development of exhibitions and programs and directs the activities associated with maintaining the content of the collections database system, managing the proper physical care and security of objects, and setting standards for the accessioning of objects. The Senior Collections Manager will supervise the Collections Manager, Loans Registrar, Conservator, Archivist and Librarian.

### **Essential Functions:**

- Support Collections goals as outlined in the Museum's policies, plans and initiatives
- Supervise and lead a team in the coordination, support and management of the art and objects collections
- Follow and implement accepted museum professional standards and practices
- Support goals for access to the Collections and supporting diversity and inclusion in access and acquisition
- Work with Museum staff to promote active use of the collections in education, research, programs, and exhibitions
- Maintain national registration practices and stewardship standards
- Manage the collections database system: develop database procedures, provide proper and consistent entry and maintenance of data, and oversee the use of the standardized data dictionary(s)
- Assist with creating access to objects in public spaces, exhibitions, programs, and in online platforms to enhance access to collections
- Develop and implement museum policies and procedures related to collections management and registration

- Serve on cross-departmental project teams in the development of exhibitions and programs as they relate to collections
- Develop and implement a consistent accession process for objects accepted into the museum's permanent collection
- Supervise volunteers and interns working in collections

***Non-Essential Functions:***

- Respond to staff and public requests for information related to collections
- Assist with integration of collections policies in museum operations, security, facility and risk management
- Support Museum-wide planning and policy recommendations, providing expertise in collections management
- Provide staff and volunteer training, and general museum-wide support for collection database use
- Perform other duties as assigned

***Knowledge/Skills/Abilities:***

- Demonstrated knowledge of museum registration, accessioning, and collections management practices and procedures
- Familiarity with thesauri, documentation standards, and cataloguing and image management standards
- Professional experience and skills to facilitate institutional collaboration and understanding of the role of collections in the overall strategic goals of the museum
- Knowledge of research techniques and resources relevant to the collection; preservation & management of associated documentation and other media
- Excellent written and oral communication skills
- Ability to assess priorities and work well under pressure; excellent time management, problem solving and analytical skills with attention to detail
- Strong organizational skills and ability to effectively manage multiple projects
- Ability to work well with diverse groups of Museum stakeholders

***Qualifications:***

- Master's degree in art history, history, anthropology, museum studies, or related field required
- Five years' experience in museum collections management or registration
- One-year experience supervising and leading staff
- Demonstrated knowledge of database management and reports, TMS and Crystal Reports preferred

***Employee Expectations:***

As an AMA employee, the incumbent is expected to model the following traits:

- Foster and maintain open communication and collaboration
- Actively engage in the exchange of ideas

- Bring initiative and creativity to all aspects of the work
- Lead by example by maintaining a high standard of professional ethics and conduct at all times
- Be able to work a flexible schedule during periods of installation and/or de-installation, loan receipt/coordination or programming as needed
- Treat everyone with dignity and respect at all times
- Professional in appearance and demeanor
- Support and uphold the policies, procedures of the AMA

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required.

***Physical Demands:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; talk or hear. The employee is regularly required to stand; walk; and occasionally required to stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include color and close vision, and ability to adjust focus.

***Work Environment:***

The work environment characteristics described here are typical of an office environment and representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.