



HISTORY CENTER OF OLMSTED COUNTY

1195 West Circle Drive SW
Rochester, MN 55902
olmstedhistory.com
507-282-9447

Museum Collections Manager

Status: Regular, Exempt – Professional

Direct Supervisor: Archivist

Supervises: Volunteers and Interns

Primary Purpose

With a small but motivated staff, you will need to be interested in and responsive to the work of other staff, comfortable giving and asking for feedback, and pitching in to help the team succeed. As the collections manager, you will be responsible for the documentation, preservation, storage, and display of the material artifact collection. Additionally, you will set goals and priorities to improve the care of and access to the material artifact collection. You will also share responsibility with the Archivist in the maintenance and development of permanent collection records, as well as physical and digital storage systems.

Job Tasks:

Collection Care and Management – 75%

- Manages the permanent collection's catalog and files (including Mayowood collection):
 - Creates, compiles, and maintains artifact accession records; acknowledgments; histories of use; physical histories; and loan, conservation, condition, publication, exhibition, and location records of permanent collections objects and/or specimens.
- Catalogs, processes, and stores new material artifact donations for long-term storage.
- Organizes and implements inventory projects for material artifact collection:
 - Updates catalog records as necessary; assesses artifacts for deaccession; completes deaccession process according to policy; and maintains deaccession records.
- Facilitates care, control, and security of collections on site:
 - Monitors care standards, including storage environment, housekeeping, and pest management, as well as legal and ethical implications of transactions.
 - Ensures collections storage areas are secure.
 - Reports discrepancies to Archivist and Executive Director and provides recommendations.
- In consultation with Archivist, initiates, drafts, and, upon adoption, implements collection policies.
- Meets with patrons and donors regarding the acquisition of artifacts and makes recommendations on accessioning new donations and deaccessioning current artifacts at Collections Committee meetings.

- Provides recommendations of budget expenses for material artifact collection.
- Provides a sounding board and works with other staff to identify and solve collection issues.

Exhibits – 25%

- Assists in creating exhibits, which includes researching, pulling artifacts, designing panels, writing and editing text, designing layout, and installing display.
- Assists in preparing exhibit spaces by painting, plastering, and otherwise cleaning the space.
- Manages and processes any loans needed for exhibits.
- Identifies any traveling exhibits that could be brought to the museum.

Other Tasks – as needed

- Applies for relevant grants.
- Provides backup coverage at the Front Desk.
- Assists with the setup and teardown of events, rentals, and other programs.
- Attends events and assists during them as needed.
- Contributes content to newsletters, email blasts, social media posts, and other public communications.

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this position. The list of responsibilities is not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel.

Requirements:

- Bachelor's degree (Master's preferred) in Museum Studies, Material Culture, Public History, History, or other related discipline.
- At least 3 years of professional experience handling and caring for material artifacts, as well as managing artifact collections in a museum environment.
- Thorough knowledge of collections management standards and best practices.
- Experience using collections management software, such as PastPerfect, CollectiveAccess, or similar.
- Strong computer and digital skills, proficiency with Microsoft Office, and ability to learn new software programs.
- Excellent research, writing, editing, and copyediting skills.
- Excellent project management skills with ability to handle multiple priorities with flexibility and adaptability.
- Experience supervising volunteers or interns.
- Ability to perform manual labor and repetitive actions over time, including bending, climbing, moving, and lifting material up to 40lbs.
- Ability to work occasional weekend or evening hours.

Compensation:

The Collections Manager is a full-time position. Compensation is \$43,260 with health, dental, and vision benefits, and generous PTO.

How to apply:

Please email your resume, cover letter, a writing sample, and three professional references to archivist@olmstedhistory.com. Address cover letter to Collections Manager Search Team.

EEO/AA Employer

The Olmsted County Historical Society, dba History Center of Olmsted County, is located in Rochester, Minnesota. It was founded in 1926 and is governed by a board of directors. Together with our enthusiastic volunteers, we provide presentations, educational and outreach programs, special events, museum exhibits, and archival research services. We currently own and operate two historic buildings and two historic farmsteads on 54 acres, in addition to operating seasonal tours of Mayowood, the home of Dr. Charlie Mayo, co-founder of the Mayo Clinic.