

Position: Collections Manager

Details: In-person, full-time, \$37,000 annual salary

Supervisor: Executive Director

Position Overview: Greenbrier Historical Society is seeking a museum collections specialist to oversee the cataloguing, care, exhibit use, and storage of our collections. Experience managing day-to-day collections care for both historical and archaeological objects is preferred.

Primary Duties:

- Developing and implementing collection policies and procedures through stewardship of the physical collection and management of curatorial records. This includes creating and updating forms and policies regarding accessions, loans, and deaccessions as needed.
- Managing and maintaining the museum's collections database (PastPerfect).
- Supporting the mission of the Greenbrier Historical Society through the acquisition of objects and the curation of temporary, rotating, and permanent exhibits. This includes assisting with exhibit research and writing, the creation of promotional material for exhibits, exhibit building and dismantling, and the storage of exhibit materials.
- Maintaining proper environmental standards in both exhibition and storage spaces by monitoring temperature and relative humidity, implementing a pest management strategy, etc. to ensure the overall safety and preservation of the collection.
- Creating and implementing a strategic preservation plan which identifies both the long-term preservation goals and immediate conservation needs of collection items. This includes assisting in securing funding when action needs to be taken to ensure object safety.
- Supervising collections volunteers and when necessary, providing updated training to both volunteers and staff regarding the proper handling, care and storage of objects.

Secondary Duties:

- Staffing the reception desk (greeting visitors, answering the phone, giving tours, directing people to the archives, selling gift shop merchandise and memberships, etc.).
- Assisting with special programming and events which may fall outside of regular operating hours.
- Developing and maintaining good interpersonal relations with museum visitors, members, staff, board members, volunteers, etc.
- Completing other tasks as assigned.

Minimum Requirement:

Ideal candidates will have a Bachelor's degree in a relevant field of study, such as Conservation, Museum Studies, History, Archaeology, etc. AND experience working with archaeological/archival collections in a museum or similar cultural institution. Experience using a collections management system, such as PastPerfect, and implementing NAGPRA (Native American Graves Protection and Repatriation Act) is preferred. Other necessary qualifications include exceptional organizational skills, a proficiency with computers, excellent written and oral communication, strong leadership, and a proven ability to think critically and solve problems.

Successful applicants should also have an interest in the history of the Greenbrier Valley, enjoy interacting with visitors, be able to work both independently and as part of a team, and demonstrate the ability to conduct oneself in an open, friendly, and professional manner at all times.