MUSEUM AT CAMPBELL RIVER
COLLECTIONS MANAGER JOB DESCRIPTION

Title: Collections Manager
Reports to: Executive Director

JOB STATUS
Permanent part-time, 4 days per week (Tuesday to Friday), 7.5 hrs per day, 30 hrs per week
Must have flexibility with work schedule

SUPERVISORY RESPONSIBILITIES
Responsible for supervising volunteers, temporary staff and the contract Museum Librarian.

RATE OF PAY
TBA – competitive salary and comprehensive benefit package

JOB SUMMARY
The Collections Manager is responsible for overseeing all aspects of collections management for both the Museum and the Haig-Brown Heritage Site. This includes documentation, care, conservation, security, and storage, as well as proper exhibition. The incumbent is also responsible for records and physical management of in-coming and out-going loaned exhibitions and artifacts and takes on a supporting role in the development and implementation of the Museum’s temporary and permanent exhibits.

KEY RESPONSIBILITIES

Collections Management:

- Ensures all aspects of the physical and records management of the archival, artifact and other collections at the Museum are handled according to legal requirements and are up to professional standards. This includes: accurate and up to date record keeping, appropriate standards of storage, security and risk management and taking preventive conservation action.

- Evaluates current practices, stays current with professional standards, and develops new practices in collections management and care. Ensures long-range sustainability of the collection and makes use of changing technology. Addresses legal issues of collections, and endeavours to meet the needs of a diverse audience.

- Respects cultural origins and the cultural integrity of objects and their uses.

- Manages all in-coming loans of artifacts or archival material ensuring accurate and up to date record keeping, and documentation maintainance.

- Co-ordinates artifact collection acquisitions and procedures and is a member of the Museum’s
Acquisition Committee with lead responsibility for coordination of the Committee. Works with the Curator to maintain contact with donors and completes necessary forms to ensure legal requirements are met.

- Co-ordinates archival acquisitions, completes necessary documentation, evaluates records for retention, and maintains contact with donors.

- When required, arranges for monetary appraisals of the collections for either tax or insurance purposes.

- Manages all aspects of the Archives Research Centre including the reference library and duplication services and ensures a high level of public access and service to resources, offering expertise in an efficient manner.

- Retrieves and prepares artifacts and artifact information, conducts artifact related research in consultation with the Curator, and provides input to staff regarding collection elements for exhibits, programs and other museum needs.

- As an active member of the Museum’s exhibition team, is involved in the planning, developing and mounting of temporary and permanent exhibitions. Endeavours to create exhibits that meet the needs of the community; with awareness of both established and new audiences having diverse interests and characteristics.

- Manages loans of travelling exhibitions and artifacts/material; arranging packing, shipping, storage and insurance, customs, etc. as required and keeps related records.

Additional tasks:

- Prepares budgets and monitors expenditures. Prepares funding applications/grants related to areas of responsibility as required.

- Recruits, hires, trains, supervises, evaluates and is responsible for professional development of staff who report to this position.

- Is an effective team member supporting all activities related to achieving museum goals and practices effective and open communication with colleagues and the public.

- Establishes community links and partnerships, and represents the museum locally, regionally and nationally relative to Museum goals, and as are deemed appropriate to areas of responsibility.

- Contributes to development plans for the museum and other tasks as required.

PERSONAL QUALIFICATIONS

- Enthusiasm and confidence with excellent interpersonal skills and time management skills.
• Flexibility in approach to working in a team environment.

**ESSENTIAL REQUIREMENTS:**

• Degree in a discipline appropriate to museum work, such as museum management, curatorial, collections management, archival studies and conservation or a combination of related training and experience.

• A minimum of three years museum related experience.

• Working knowledge of general philosophy, principles and practices of human history museums; considerable knowledge of collections management care, documentation and preventative conservation practices and standards.

• Must be detail oriented with ability to multi-task and consistently follow procedures.

• High degree of demonstrable computer literacy, with ability to manage information systematically and accurately. Must have experience with the Microsoft Office Suite of products.

• Strong oral and written communication skills.

• Able to work independently.

• Must possess a valid driver’s licence and have access to a vehicle.

• Physical requirements: Able to lift 30lbs, remain seated/standing for extended periods, climb ladders, and perform tasks that require manual dexterity.

**DESIRABLE ASSETS:**

• Practical knowledge of work on a Historic Site
• Knowledge of archival practices
• Knowledge and interest in local history

Please send resume with cover letter to selection.committee@crmuseum.ca. Please no phone calls. Deadline for application is 4:00pm, January 31, 2015. Only those shortlisted will be contacted.