

## **Job Title: Collection Manager**

**Department:** Upcountry History Museum - Collections

**Reports to:** Chief Executive Officer

**Classification:** Temporary, part-time

**JOB SUMMARY:** Reporting to the CEO, the Collection Manager is responsible for the documentation, expansion, interpretation, care and preservation of the collections in the Museum's permanent collection and its use in exhibitions, programs, publications and other formats. This position is responsible for providing a program that conveys the Museum's unique identity as the community's history museum and furthers the Museum's mission of bringing history and the public together.

The position works closely with the COO, Curator of Collections, and Facility Manager regarding the care and management of the collection, as well as the responsibilities associated with traveling exhibitions, in-house exhibitions, and the loan of objects for exhibitions.

As a member of the Museum's team, this position collaborates with a wide range of community organizations and partners and will be enthusiastic about community outreach and making the critical themes of history accessible to the public.

### Job Responsibilities:

The Collection Manager oversees the acquisition, care, preservation, digitization, exhibition and loan of objects in the permanent collection. The Collection Manager ensures the appropriate handling, security, storage, documentation, and inventory of objects; develops wall text, labels, and catalogue entries; and research's, lectures and writes about the collection and topics pertaining to the Upcountry, SC. The Collection Manager is responsible for seeking and recommending additions to the permanent collection.

Additional collection and exhibition responsibilities include:

- Responsible for the management of the collection, including the use of PastPerfect.
- Maintains collections records including loan agreements, condition reports, accession records, location changes, insurance records, transaction files, and collection inventories.
- Responsible for the packing, unpacking, and movement of collections.
- Processes paperwork for all new museum acquisitions, including gifts and purchases.
- Monitors Museum environmental conditions; particularly humidity, lighting levels, and temperature.
- Participates in building security and pest control audits.
- Assists in cultivation of collectors and donors.
- Assists with the installation, presentation, security and de-installation of changing exhibitions (both traveling and in-house).
- Conducts, organizes and completes exhibition incoming and outgoing condition reports.
- Creates and maintains special exhibit binders to assist Visitor Services staff with resetting exhibitions, maintaining exhibition equipment and electronics, cleaning exhibition spaces during public hours, and contact information related to dealing with specific exhibit needs.

Required Qualifications:

1. BA in American History, Art History, Museum Studies, related field, or equivalent experience.
2. Demonstratable research and writing experience; excellent writing skills.
3. Experience working in a museum, historical society, historic site, or other public history venue.
4. Project management experience.
5. Ability to work with co-workers, interns, volunteers, and the public professionally and tactfully, and support management decisions and goals in a positive, professional manner.
6. Must be willing to help others succeed and be respectful of deadlines
7. Possess a valid driver's license and a personal vehicle

Preferred Qualifications:

1. Master's Degree in Museum Studies, Public History, or related field.
2. Excellent attention to detail.
3. Excellent communication and problem-solving skills.
4. Experience using open-source content management/web platforms; knowledge of themes and practices of digital humanities.
5. Demonstrated creativity in developing programs and events that engage a broad public audience.

Personal Qualities:

1. Highly motivated and detail oriented.
2. Outgoing, energetic, self-motivated and passionate about history and culture.
3. Excellent organizational and interpersonal skills, ability to multi-task.
4. Creative and innovative; and adaptable to changing situations and circumstances.

Performs other duties as assigned by Chief Executive Officer. The intent of this job classification description is to provide a representative summary of the types of duties and responsibilities that will be required of positions in this classification and shall not be construed as a declaration of the specific duties and responsibilities of any position. Employees may be requested to perform job-related tasks other than those specifically present in this description.

Work Conditions:

Work is performed under usual office conditions. Some evening and weekend work may be required. Some standing, walking, bending, frequent use of hands, stooping and light lifting (at least 25 pounds).

The Upcountry History Museum is firmly committed to equal employment opportunities for all persons and is an EEO Affirmative Action Employer.

Applications are now being accepted for the Collection Manager position at the Upcountry History Museum. Interested candidates should submit a cover letter, resume, and three professional references via email to:

Dana L. Thorpe  
CEO

Upcountry History Museum  
540 Buncombe Street  
Greenville, SC 29601  
[dana@upcountryhistory.org](mailto:dana@upcountryhistory.org)