



**JOB TITLE:** Collections Manager

**REPORTS TO:** Director of Interpretation, Collections and Education

**FLSA:** Exempt

**DATE REVISED:** May 15, 2024

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**ORGANIZATION MISSION:**

The mission of the Reginald F. Lewis Museum is to document, interpret and preserve the complex experiences, contributions, and culture of Black people in Maryland. We serve as a catalyst for sustained change by providing programs and exhibitions and bold conversations that educate and challenge.

**POSITION SUMMARY:**

The Collections Manager position manages the process for inspection, identification, description of condition, transporting, reporting, assembly, installation, packing, shipping, dispersal and recording of incoming and outgoing museum objects and administers the process for receiving approved loan agreements for such exhibitions, objects, and images.

**JOB RESPONSIBILITIES:**

Manages detailed arrangements for packing, shipping and insurance for incoming and outgoing loans, traveling exhibitions and works being considered for acquisition.

- Carries out limited research in order to document objects
- Records gifts, loans, and bequests and makes contractual arrangements
- Accessions items by maintaining accessions files and supervising the numbering of items, in addition to maintaining a catalog system
- Develop and maintain an organized and comprehensive inventory system for artifacts, collections, photographs, images, graphics and other materials donated, acquired or loaned to the Museum, including developing, maintaining and troubleshooting, when necessary, a Windows-based relational database to track the status of the museum's collections and to maintain a record of documents, objects or artifacts used by the Museum
- Maintains inventory/location records for objects

- Conducts professional inspections of incoming and outgoing museum objects, prepares condition and damage reports, including photographic records, insurance papers, packing and unpacking shipping requirements
- Keeps records on loans to and from the museum
- Serves as a liaison with donors, lenders, vendors, and carriers for transporting museum objects
- Supervises photographic documentation of collections
- Schedules and supervises exhibition installations and de-installations at the Museum and at other locations
- Supervises art handlers working on projects
- Arranges framing and conservation
- Participates in exhibition budgeting process by preparing shipping, crating, courier, art handling, customs, insurance and storage estimates
- Arranges arts insurance coverage for loans, including application of the museum policies, government indemnities, and lender insurance; assists in processing claims
- Creates and manages computerized and paper records, including loan files, receipts, certificates of insurance, purchase orders, invoices, lender correspondence, loan agreements and exhibition contracts
- Plans and oversees storage of works of art, objects, images and other materials on loan to the Museum
- Couriers art and objects for the museum in the United States and abroad and in that capacity oversees transport, packing, unpacking, installation and handling of works of art
- Assists the Director of Collections and Exhibitions in planning, development, budgeting and research for departmental projects, such as preparation of and updating of facilities reports, disaster plans, etc.
- Reviews and re-evaluates policies and procedures, such as the applications of new technologies for the department

### **Skills & Qualifications Required:**

- Bachelor's degree in either African American Studies, History, Art History or Museum Studies, American Studies, or a closely related field
- At least 3 years of professional experience managing art and artifact collections in a museum environment
- Thorough knowledge of collections management standards and best practices
- Demonstrated experience managing the care, preservation, and documentation of museum collections, especially in museum registration, collections management software, object handling and housing, loan procedures, and exhibition installation
- Excellent project management skills
- The ability to perform moderate physical activity, such as climbing ladders, lifting, kneeling, and standing or walking for extended periods of time
- The ability to work occasional evening and weekend hours, including courier trips
- Being organized, detail-oriented, able to work independently and take initiative, an effective writer and public speaker, and eager to contribute to the Institute's work

**Skills & Qualifications Preferred:**

- Master's degree in African American Studies, History, Art History, Museum Studies, American Studies, or a closely related field
- Familiarity with the history and material cultures of the African diaspora
- Extensive knowledge of professional museum principles, practices, and procedures, especially in art, image, documents, and object care and handling and collections management.
- Excellent planning, organization, and problem-solving skills
- Proficient with Google Suite and MS Word
- Excellent writing and sound communication skills
- Knowledge of the most up-to-date cataloging and collections management software and record-keeping systems.

**Benefits:**

- 10 days of vacation leave, annually
- 10 days of sick leave, annually
- 3 days of personal leave
- State holidays
- Participation in the State Pension, Retirement System, and State Supplemental Retirement Plans
- A comprehensive health care program.

**Compensation:** \$65,000 - \$75,000

To apply, please send a resume and cover letter to Warren Lee, Human Resources Manager, [Warren.Lee@lewismuseum.org](mailto:Warren.Lee@lewismuseum.org)