

Collections Manager and Museum Registrar

Everhart Museum of Natural History, Science & Art
Scranton, Pennsylvania

Description:

Founded in 1908, the Everhart Museum of Natural History, Science & Art is one of the oldest museums in Northeastern Pennsylvania and part of the early 20th-century regional museum movement. The Museum is located in historic Nay Aug Park, designed by Frederick Law Olmstead. Monies and initial natural history collections were provided by Dr. Isaiah Fawkes Everhart. Everhart conceived that the Museum would serve not only the immediate City of Scranton but the whole of Northeast Pennsylvania.

Position Title: Collections Manager and Museum Registrar

Location: Scranton, Pennsylvania

Job Type: Part Time (30-35 hours per week)

Please reply with resume, cover letter, and 3 – 5 references to:

Employment@everhart-museum.org

(No phone calls please)

BASIC FUNCTION: The Collections Manager and Museum Registrar is responsible for the safekeeping, care, and documentation the Museum's permanent collections and incoming and outgoing loans and the associated records. The position facilitates the work of the Curator of Collections and Exhibitions (and other volunteer scholars) to identify, interpret, and display works in the permanent collection. The position oversees the safe handling of works during preparation, installation, and de-installation of works on exhibition. The Collections Manager and Museum Registrar oversees the care and upkeep of collections storage and exhibition spaces through the museum.

POSITION RELATIONSHIP: The Collection Manager and Museum Registrar is supervised by the Curator of Collections and Exhibitions.

RESPONSIBILITIES:

The Collections Manager and Registrar

- Manages all aspects of collections care.

- Safeguards the collection, incoming and outgoing loans, and personnel through effective housing and labelling of objects, security, and environmental management.
- Insures the objects in the collection are handled safely in transit and are installed and de-installed in ways that minimize handling and mitigate potential damage.
- Creates, maintains, and updates hardcopy and digital catalogue records related to the collection and archives.
- Manages and safeguards the collections database (PastPerfect), creates protocols and guidelines for accurate and consistent data entry as directed by the Curator of Collections and Exhibitions, the Executive Director, and according to best practices.
- Ensures all insurance and contractual documentation for objects in collection and incoming and outgoing loans is accurate, up to date, and submitted to responsible personnel in a timely fashion.
- Oversees the work of vendors and volunteers working in storage, exhibitions, and with objects.
- Oversees the shipping, unpacking/packing and recording of object condition of works on exhibition. Keeps and files records in a timely manner.
- Assists with the installation/de-installation of objects on exhibition.
- Assists in the preparation of objects for research and exhibition.
- Regularly monitors objects on exhibition and in storage to assess condition, security, and environment. Reports and facilitates measures to mitigate problems.
- Serves as a liaison to Executive Director and Director of Development regarding matters of donor relations and object stewardship.
- Participates in the development and implementation of policies and procedures relative to collections management.
- Assists in preparation for Board of Trustees Collection Committee meetings as necessary.
- Participates in professional development opportunities.

General Duties:

- Works collaboratively with other staff to ensure institutional goals, objectives, and deadlines are met.
- Creates goals and schedules to fulfill action plans associated with strategic plans relative to the permanent collection.
- Assists Curator of Collections and Exhibitions in developing yearly calendar and work plans.
- Works with Curator of Collections and Exhibitions to develop an annual budget for collections management to be submitted for consideration to the Executive Director. Ensure budget adherence following approval.

- Attends Collections Committee meetings. Attend special events at the Everhart Museum including exhibition opening receptions, lectures, and other activities as requested by the Curator of Collections and Exhibitions.
- Works with gallery guards, housekeeping, and event staff to ensure object safety while on view to the public.
- Performs other duties as assigned.

REQUIREMENTS:

- Knowledge of and experience with principles/practices of exhibition management.
- Knowledge of and experience with information management and electronic database management for collections. Experience with PastPerfect preferred.
- Ability to successfully communicate orally and in writing.
- Commitment to accuracy and attention to detail.
- Superior organizational and time management skills.
- Ability to lift 30 lbs or more and assist in moving large crates and boxes as required in the performance of various tasks.
- Ability to use computer software used by the Everhart Museum: MS Office and various Adobe programs. Experience in image management and photography preferred.
- Undergraduate degree in relevant field.
- Minimum of two years of progressively responsible experience in a museum setting.