

12/13/2019



**Amherst College
Office of Human Resources**

JOB DESCRIPTION

Title: Collections Manager

Department: Emily Dickinson Museum Reports to title: Executive Director

Full Time: X Part Time: _____ Date Prepared: 04/15/19

Position Grade: PT-3 Regular Daily Work Schedule: N/A

Pay Type: Weekly _____ Monthly X Months Per Year: 12 Hours Per Week: _____

(Summer Months) Months Per Year: _____ Hours Per Week: _____

1. Summary of Position:

The Collections Manager is a grant-funded position for a 33-month project to create a comprehensive basic catalogue of approximately 7,000 artifacts, the personal effects of poet Emily Dickinson, her family, and their heirs. Reporting to the executive director, the Collections Manager is responsible for establishing a collections management program at the Emily Dickinson Museum that will ensure the long-term preservation of the collections. Principal duties include accessioning, numbering, and documenting the collection; populating and managing a collections database; and training and overseeing staff and interns in appropriate object handling and maintenance.

The Manager will work effectively with diverse teams, and participate in the College's efforts to create a respectful, inclusive, and welcoming work environment.

2. Principal Duties and Responsibilities:

- Hire, train and supervise collections assistant and interns for project activities.
- Establish work flows for comprehensive basic cataloguing project, monitor progress and, in consultation with the Project Director, make adjustments as needed.
- Create new digital and paper records and establish an archives system for access and retrieval
- Implement accession numbering system and collections documentation protocols.
- Establish data entry procedures and controls in collections management software, manage user

12/13/2019

access and training.

- Oversee digitization, naming and linking of images included in the database.
- Acquire equipment, supplies, and set up work stations for object processing.
- With consulting conservators, establish object conservation priorities and plan/implement safe storage of collection.
- Meet regularly with the Project Director.

5% Perform other duties/functions as requested

All employees are expected to participate in the College's efforts to create a respectful, inclusive, and welcoming work environment.

3. Internal-External Interaction/Communication:

The Collections Manager interacts and communicates with others in the office, staff across campus, faculty, alumni, families, students, friends of the College, vendors, peer institutions, Museum Friends, and general public.

4. Education: (include certifications and licenses)

Required: Bachelor's degree

Preferred: Master's degree or post-baccalaureate certificate in museum collection management.

5. Experience: (List specific skills necessary to perform this job)

Required:

- 3-5 years of related experience with material culture or decorative arts collection
- Knowledge of museum policies, practices, standards, and procedures.
- Knowledge of nomenclature, metadata standards, best practices in preventive conservation, object handling, and museum legal and ethical issues.
- Extensive knowledge of and experience with collections management and digital asset management systems, and proficiency in working with databases.
- Knowledge of domestic objects.
- Excellent project management, leadership, time management and organizational skills.
- Strong interpersonal and communication skills.
- Ability to foster a cooperative work environment.

Preferred:

6. Environmental and Physical Demands: (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

- Visual – acute concentration including distinguish colors/shades.
- Repetitive motions—hands/wrists/fingers.
- handling of average-weight objects up to 40 pounds
- Standing and/or walking an average of 3 hours per day.

7. Decision Making:

This position makes decisions regarding prioritizing workload as well as routine actions. Employee is primarily self-directed —plans and organizes own work and is pro-active with deadlines and benchmarks. Must think strategically to assess and forecast data. Work is moderately complex and can involve frequent changes in priorities. Engages in independent analysis and provides recommendations to senior leadership on overall direction for project activities; relies on own expertise and judgment in implementing project activities.

8. Supervision Exercised/Received:

Minimal supervision received by the supervisor.

Supervisory Responsibility: Yes X No

Number of Employees Supervised: 1 and interns