

POSITION DESCRIPTION

Collections Manager and Museum Coordinator

Scope

Under the supervision of the Executive Director, the Collections Manager and Museum Coordinator is responsible for exhibit planning, installation, and programming in the museums and historic sites operated by the Heritage Alliance, specifically the Jonesborough/Washington County History Museum. The Collections Manager and Museum Coordinator, working in tandem with the Chester Inn Museum's Site Manager, is responsible for maintaining the archival collections of the Heritage Alliance using proper collections management and preservation techniques. Additionally, the Collections Manager and Museum Coordinator is responsible for collection research, exhibit planning and implementation, and coordinates with the Executive Director and museum personnel on the development and initiation of new and existing educational and outreach programs for the Heritage Alliance. The Collections Manager and Museum Coordinator shall advise the Executive Director on the current state of the museums, and make recommendations for acquisitions and de-accessions in concert with the organizational mission. The Collections Manager and Museum Coordinator shall inform and advise the Board of Trustees regarding conservation needs including environmental conditions, storage, feasibility of exhibition or collections movement, and direct care of the artifacts.

The Collections Manager and Museum will assist with school groups, fundraisers, and special events. They will be responsible for planning, promoting, and implementing one fundraiser a year for the museums of the Heritage Alliance.

The Collections Manager and Museum shall possess an understanding of the use of material culture to interpret history, and should be well versed in public historical best practices.

Programming Coordinator Responsibilities

1. Responsible for collection security
2. Responsible for registration and cataloguing for the collections of the Heritage Alliance
3. Monitors collection conservation needs and keeps Executive Director informed on exhibit and collection condition
4. Responsible for collection research activities
5. Plan and implement one fundraiser a year for the museums

Interpretation

1. Plans and implements permanent and temporary exhibits in the museums and historic sites operated by the Heritage Alliance, specifically the Jonesborough/Washington County History Museum
2. Plans and implements interpretative and educational programs for a wide range of audiences that correspond with exhibits
3. Maintains a verifiable collection database source
4. Provides tours of the museums and the town of Jonesborough

Qualifications

An advanced degree or course work in Museum Studies and/or Public History is desirable. Work experience should include museum employment (at least one year) and familiarity with standard museum operation procedures, particular collection care. Desirable skills: carpentry, word processing, database entry, writing/editing, public speaking, and grant writing.