

Nantucket Historical Association
Collections Manager
Job Description

Scope of Work:

The Collections Manager reports to the Director of Collections and Research Services and oversees the day-to-day activities of the Gosnold Collections Center. The Collections Manager is responsible for the registration, cataloguing, movement, storage, and conservation management of all NHA artifact collections. They oversee occasional interns, contractors, and volunteers; contribute to the preparation and installation of exhibitions; participate in public programming and social media efforts; and provide reference services related to the artifact collections. The position is full time and exempt from overtime.

Collections Management, Registration, and Care

- Leads day-to-day activities related to stewardship and care of the collections, including creating and maintaining detailed physical and digital object records following professional best practices, researching found-in-collections items, and coordinating photography of collections objects.
- Manages registrarial processes for artifact acquisitions, including receipt, accessioning, condition reporting, and cataloging of collections objects.
- Manages incoming and outgoing object loans, including completing and sending loan agreements, executing incoming and outgoing condition reports, filing correspondence and transportation and insurance documentation, tracking physical custody, and confirming loan credit lines and reproduction rights.
- Working with the Director of Collections and Research Services, manages collections storage spaces and oversees the professional and secure storage and handling of objects in the collections center. Ensures that the artifact collections are safely stored in accordance with best preservation practices, undertakes environmental monitoring, develops and maintains security protocols, and performs light housekeeping duties in collections storage.
- Flexibly facilitates staff and guest curator access to collections, while upholding professional standards and collections safety.
- Works closely with curators, facilities staff, and outside personnel in coordinating, scheduling, and packing objects, monitoring for safe and responsible movement.
- Working with the Director of Collections and Research Services, leads long-range planning efforts, including implementing national descriptive standards and documenting local practices, driving the ongoing collections inventory, proposing solutions to achieve data accuracy, and overseeing disaster planning and emergency preparedness as they relate to collections.
- Develops and implements a long-range plan to gain intellectual and physical control over the association's satellite house collections, including tracking down legacy accession information, creating and updating collections records in the

catalog, identifying conservation issues, and recommending items for deaccession.

- Coordinates artifact deaccessions, including recommending items for deaccession, tracking documentation, and handling logistics for final disposition of artifacts.
- Partners with facilities team to ensure proper environmental and security conditions for collections storage, exhibition galleries, and historic sites, proposes solutions to problems as they arise, and submits reports to senior-level staff.
- Identifies conservation needs within the collections, performs preventative conservation work as appropriate, and manages contract conservators.
- Trains staff on collections care, handling, and preventative conservation as needed.
- Participates in special projects related to improving the association's care of and public's access to collections materials.

Exhibitions

- Works collaboratively with the Director of Exhibition Design, guest curators, and facilities staff in exhibit preparation, including object research, selection, mounting, and installation.
- Performs routine monitoring and cleaning of collections objects on display.
- Manages the safe movement and tracking of artifacts between the NHA's various exhibition and storage locations.
- Works with the Director of Collections and Research Services and Photograph Archives Specialist to manage and negotiate copyright permissions.
- Coordinates and maintains documentation and records regarding object loans, image licenses, and reproduction privileges related to exhibitions.
- Works collaboratively with the Chief Financial Officer regarding insurance coverage for incoming and outgoing object loans.

Public Service

- Responds to research requests related to the artifact collections and coordinates in-person researcher appointments to view artifact collections, as needed.
- Records researcher usage statistics in Eloquent, works with the Assistant Archivist to update Development and Marketing staff as appropriate, and runs quarterly reports.
- Performs outreach activities, including public programming, tours of the Gosnold Center, and social media posts, to increase public knowledge, awareness, and use of the NHA's collections.
- Presents on the association's artifact collections to internal and external audiences.

Administrative

- Develops and maintains collections center handbook documenting policies, procedures, and workflows, including accessioning and deaccessioning workflows, guidelines for proper handling, and local cataloging practices and ensures all activities meet legal and regulatory standards.

- Monitors and analyzes current trends and practices and actively participates in the profession.
- Trains and/or supervises collections interns, contract conservators, and volunteers.
- Performs other duties, as assigned, to accomplish the goals of the association.

Required Qualifications:

- A graduate degree in Museum Studies or a related field.
- 3–5 years experience with museum collections.
- Appropriate training or on-the-job experience in museum registration techniques, preventative conservation, and collections management.
- Demonstrated commitment to diversity, inclusivity, and equity.
- An interest in history and material culture.
- Ability to work effectively and in a timely manner on a wide variety of projects concurrently, with concern for the tasks assigned and goals of the department.
- Strong problem-solving and project management skills, with an ability to be receptive to changing priorities and to manage multiple work processes and projects simultaneously.
- Maintain a high level of detail and accuracy in management and completion of tasks.
- Ability to work collaboratively and in a self-directed capacity, with a solutions-oriented focus.
- Excellent communications skills.

Preferred Qualifications:

- Background in object research or exhibition preparation.
- Excellent grasp of professional descriptive standards and best practices, including CCO, CDWA, DACS, and RDA.
- Experience taking and editing digital photographs.
- Familiarity with laws pertaining to ownership, custody, transfer, and disposition of cultural materials; tax laws relating to charitable donations; cultural property laws; customs restrictions; repatriation issues; judicial seizures; copyright laws; insurance laws; and fine art insurance practices.
- The ability to operate general office equipment and move artifacts weighing up to 60 lbs. on occasion.

Revised August 2020