

# ChicagoHistoryMuseum

## **Position Available**

**JOB TITLE:** Senior Collection Manager

**DEPARTMENT:** Collections

**FLSA STATUS:** Exempt – Professional

### **JOB SUMMARY:**

The Senior Collection Manager manages and coordinates all aspects of collection management for the museum collection; supervises the processing, inventory, and housing of the museum collection to facilitate preservation and access; ensures the museum collections are handled, preserved, stored, and exhibited in a safe and prudent manner according to professional and institutional standards; facilitates internal and external access to and use of digital collection surrogates; maximizes licensing and royalty income while supporting CHM programs and partnerships; ensures adherence to copyright law, contractual agreements, and other legal guidelines governing the use of collection reproductions; recommends and implements changes and improvements to internal processes; and sustains and enhances CHM's role as a premier research institution and a hub of scholarship and learning.

### **ESSENTIAL FUNCTIONS:**

- Manage the day-to-day operations of the Collection Management and Rights and Reproductions units
- Develop an in-depth knowledge of the scope, condition, and organization of the museum collection, including storage needs and associated documentation
- Work with Curators, Registrars, and other staff to plan and implement accessioning and deaccessioning activity to support collection development goals
- Supervise and participate in the processing of accessioned museum holdings, including re-housing, storage, cataloging, and documentation
- Coordinate and/or arrange for transportation of new acquisitions to CHM property and the return/disposal of unwanted materials in accordance with established procedures
- Collaborate with other departments to facilitate use of the collection and collection reproductions to meet institutional goals and support CHM programmatic activities
- Develop and implement collection inventory and object movement protocols; coordinate and oversee movement of collection items for exhibition, photography, research, and conservation purposes
- Work with Conservators and Facilities staff to monitor the condition of storage areas and maintain a secure, stable, and pest-free storage environment
- Participate in the development of institutional policies, procedures, and strategies governing the documentation, preservation, and use of the collection and digital collection surrogates
- Work with the Collection Automation Manager and other appropriate staff to implement CHM's collections management, digital asset management, and content management systems, including establishing data entry standards and workflows

- Oversee the development and implementation of licensing and order fulfillment protocols to ensure timely response to reproduction requests
- Develop and execute licensing and distribution contracts governing the use of collection reproductions
- Ensure adherence to Accounting procedures for Rights and Reproductions income, including preparing timely submittals of licensing and royalty revenues to the Accounting department
- Advise the AWM Director of Collections in developing annual departmental goals, objectives, and budget
- Conduct performance evaluations of staff; set goals and objectives for staff; identify opportunities for staff professional and technical development
- Recruit, train, and supervise Collection Management and Rights and Reproductions staff (including temporary project staff and interns); mentor staff to help them achieve their highest potential
- Create a team spirit and enhance communication so that staff members will work collaboratively and in a supportive manner across departmental and functional area boundaries
- Occasionally lift, carry, and otherwise move collections objects weighing 40 pounds; ascend/descend ladders and lifts; drive CHM van to off-site storage facilities or other locations

**OTHER DUTIES:**

- Conduct tours of storage areas and provide access to holdings for educational and fundraising activities
- Supervise and mentor interns, work-study students, and volunteers
- Participate in the planning and implementation of large-scale collection moves, digitization initiatives, and other special projects related to the collections, including contributing to grant writing activity to support these initiatives
- Respond to telephone, email, and written reference requests pertaining to the three-dimensional holdings
- Perform other duties as assigned

**PREFERRED QUALIFICATIONS:**

- M.A. in a humanities field
- Minimum five years' experience in collection management and/or registration
- Two years' experience as a supervisor
- Experience managing a wide range of artifacts
- Demonstrated in-depth knowledge of standard collection management, documentation, and preservation policies, practices, and procedures
- Experience cataloging museum collections according to established standards
- Knowledge of relevant technologies, including experience working with a collection management system, preferably also including digital asset management experience
- Literacy in other commonly used computer applications required, including working knowledge of Microsoft Access or similar database application
- Familiarity with digital media formats, preferably also including knowledge of basic digital preservation practices

- Familiarity with U.S. copyright law and standard licensing terminology
- Experience negotiating purchasing and service contracts with vendors
- Experience writing private, state and federal grants
- Ability to lift, carry or otherwise move and position objects weighing up to 40 pounds, ascend and descend ladders and lifts, and drive a car
- Current driver's license
- Ability to develop and manage budgets
- Ability to supervise people and manage complex programs and projects
- Ability to plan and implement new programs
- Ability to develop and follow workflows to meet production, management, quality control, and procedural requirements in an efficient and effective manner
- Ability to solve technical, administrative, and personnel problems creatively
- Excellent oral and written communication skills
- Commitment to the mission, values, and programs of the Chicago History Museum

**SALARY and BENEFITS:** Salary is competitive. Excellent benefit package.

Please upload cover letter, resume with salary history, and the names and phone numbers of three work references **in 1 document** to the "resume" tab at:

<https://home.eease.adp.com/recruit/?id=5502651>

SALARY HISTORY REQUIRED- RESUMES SUBMITTED WITHOUT ABOVE LISTED MATERIALS WILL **NOT** BE CONSIDERED **Background check required**  
 EOE M/F/D/V No phone calls please