



101 EAST MARINE WAY
KODIAK, AK 99615
(907) 486-5920
KODIAKHISTORYMUSEUM.ORG

Job Description Collections Manager

Summary

The Collections Manager plays a critical role in the mission of the Kodiak History Museum, ensuring the documentation, preservation, and ongoing access to the Museum's collections while striving towards best practices.

This role works directly with the public, respectfully gathering and preserving information with diverse audiences. This role ensures the safety and documentation of collections during research requests and a wide variety of public inquiries. The Collections Manager works collaboratively with the curatorial team with exhibit installation, loaning and shipping, and collections research and documentation for exhibits and programs. This is a full-time, salaried position that reports to the Chief Curator and supervises select volunteers.

Duties and Responsibilities:

- Ensures the safety and security of collections
- Manages all collection documentation, digital database, research files, and reference library
- Manages deaccessions and acquisitions processes
- Manages preventative conservation programs including integrated pest management and housekeeping
- Facilitates all research and access to the collections
- Conducts regular inventory of collections
- Conducts regular collections policy review with Curatorial team
- Writes procedure documents for collections work
- Responsible for packing and shipping of objects
- Monitors emerging trends in best practices for the preservation, care, and access to museum collections
- Creates written public communication materials about the collection
- Collaborates in grant writing and proposals
- Proposes and leads special collections projects and initiatives
- Assists in collections preservation planning
- Assists with installation/deinstallation of exhibits
- Participates in outreach and professional development activities as needed
- Educates staff on collections care and preservation
- Supervision of select collections volunteers

Necessary Knowledge and Skills

- Bachelor's degree in anthropology, history, museum studies, information science, or related field
- 2+ Years of experience working in a museum, library, cultural organization, gallery, in an administrative or collections management capacity
- Experience organizing and managing files or collection management databases
- Experience handling delicate materials and creating storage solutions
- Demonstrated strong project management skills, successfully delivering projects on time and within scope
- Excellent organizational skills

- Ability to professionally communicate and coordinate with researchers and public inquires
- Good written and oral communications skills
- Proficient in Microsoft Word, Excel, and using PC computers
- Strong knowledge of museum best practices
- Independent worker with strong collaboration skills
- Must be able to safely lift up to 50 pounds and ascend/descend stairs
- Willingness to work a flexible schedule including evenings and weekends
- Committed to inclusivity by respecting diverse perspectives, amplifying all voices, and building a collaborative community

Preferred Skills

- Creating and building exhibit mounts
- Experience working in a history museum
- Grant writing experience preferred
- Experience working and living in Alaska
- Have or obtain a US driver's license

Compensation and Benefits

\$55,000 - \$58,000 annually, depending on experience, with comprehensive benefits and annual cost of living increases. KHM will provide in its offer of employment a stipend of \$3,000 for relocation to Kodiak from off-island, to be paid in the Collection Manager's first paycheck. Following successful completion of a 3-month probationary period, position is eligible for medical, dental, PTO, and retirement benefits.

Interested applicants should submit a resume and letter of interest via email to Margaret Greutert, Chief Curator at margaret@kodiakhistorymuseum.org or by mail to:

Kodiak History Museum
Attn. Margaret Greutert, Chief Curator
101 E Marine Way
Kodiak AK 99615

This position will remain open until filled

KHM is an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, creed, color, age, sex, religion or national origin.