



## **Collections Manager Position Description**

### **About Weeksville Heritage Center**

Weeksville Heritage Center (WHC) is an historic site and cultural center in Central Brooklyn that uses education, arts and a social justice lens to preserve, document and inspire engagement with the history of Weeksville, one of the largest free Black communities in pre-Civil War America, and the Historic Hunterfly Road Houses.

Founded in 1838, Weeksville was the second largest of approximately 100 independent African-American communities established before the Civil War. When a group of community activists led by Dr. Joan Maynard rediscovered three remaining original homes 1968, they purchased, rehabilitated, and restored the Hunterfly Road Houses, re-opening their doors as the Weeksville Heritage Center in 1973. In 2014, WHC opened its new Cultural Arts and Education Center and campus, including a visual arts gallery, performance space, resource center, and administrative offices. WHC is now poised for a bright new era, with the resources and vision in place to fully activate our history and expand our education, preservation, and public programming.

Recently announced as New York City's newest Cultural Institutions Group (CIG) member, the first since 1998, the Weeksville Heritage Center (WHC) is one of New York City's cultural treasures, dedicated to preserving and celebrating the story of the 19th century African-American community of Weeksville, a nationally significant, exceptionally well-documented and rare extant example of an independent African-American community organized by Black entrepreneurs and land investors to promote economic, social, and political rights.

### **About the Opportunity**

The Collections Manager is responsible for the physical and intellectual aspects of the Weeksville Heritage Center collection of artifacts, documents, photographs, textiles, and other objects. The Collections Manager ensures that objects are properly cared for, often managing storage, conservation and record-keeping associated with objects. They will also be involved in developing policies and standards for acquiring and disposing of objects. These set out what objects the museum wants to collect, how it intends to collect them and why and how it might dispose of objects.

The ideal candidate will ensure high standards of care from acquisition to conservation to display and will understand the importance of using information technology and events to make collections accessible to a wide audience.

### **Primary Responsibilities**

- Create and implement procedures and workflows for digital collecting and preservation.
- Oversee, manage, and advocate for resources required for the proper storage of art, artifacts, and other objects in the WHC collection, including consulting with conservators regarding the conditions necessary to store objects safely.
- Manage the following tasks to assure that objects on display and in storage are being properly maintained: conduct regular walk-throughs; respond to notifications of problems in exhibition/storage spaces; maintain data loggers in exhibition spaces and storage; conduct periodic checks for pests and request, through Facilities, appropriate pest control technicians when necessary.
- Create and maintain the annual budget for the Collections Department.
- Serve as the administrator of the Center's collections management system, PastPerfect, by creating and maintaining administrative and user documentation for the software, managing user access, inputting data, and training relevant staff and interns on the use of the system. Additionally, manage Equinox Open Source Library System and ArchiveSpace.
- Manage ongoing work of processing accessions and deaccessions, and inventory/documentation projects with support of interns.
- Identify fundraising opportunities to support the ongoing work of the Collections department, as well as new initiatives. Participate in preparation of grant proposals.
- Manage the Center's institutional archives and coordinate access and use of its contents.
- Receive research requests (from WHC staff and outside researchers) and facilitate the gathering objects, records, or images.
- Provide input, when necessary, regarding WHC's Emergency Procedures and Disaster Preparedness and Recovery plans.
- Represent WHC before professional museum organizations and maintain liaisons in the field.
- Work collaboratively with the program department on how to successfully incorporate collections/archives into the museum programs.

### **Education**

Bachelor's of Arts in museum studies, history, social sciences, or related fields.

**Employment Status**

Full time salaried position

**Compensation**

Commensurate with experience

**Benefits**

Medical, dental, vision. 401k savings plan and pension. Paid sick leave and annual leave.

**How to Apply**

Submit a resume and cover letter to [inquiries@weeksvillesociety.org](mailto:inquiries@weeksvillesociety.org) by 7/9/21. Include Collections Manager in the subject line. Only those candidates selected for an interview will be contacted.

*Weeksville Heritage Center is an Equal Opportunity Employer. All candidates for employment are considered without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, physical disability, veteran status, or any other basis protected by applicable federal, state or local law.*