

Albany Regional Museum  
**Collections & Exhibits Manager**  
Job Description

**Title:** Collections & Exhibits Manager

**Hours:** 20 Hours per week, 4 Days per week

**Salary/Benefits:** \$12.50 per hour

**Location:** Albany Regional Museum, 136 Lyon Street S., Albany, Oregon

**General Description:**

In collaboration and communication with the Executive Director, the Collections & Exhibits Manager will direct and oversee the implementation of the Museum's mission and vision by managing the daily operations of collections and exhibits of the Albany Regional Museum. The Manager will serve as a public representative of the Museum when necessary, and will assist the Executive Director at events and programs.

The Manager works in all aspects of Museum collections responsibility, according to national professional collecting initiatives, housing of collections, assessing object condition, and responding to internal and public inquiries related to collections and associated subjects.

**Reports to:** Executive Director

**Collaborates with:** Executive Director, Visitor & Member Services Coordinator, Volunteer Coordinator, and members of the Board of Directors to fulfill responsibilities as well as achieve the Mission of the organization.

**Direct Reports:** Volunteers and Interns placed under the supervision of the Collections & Exhibits Manager.

**Essential Functions and Responsibilities:**

- Develop, coordinate, oversee, and assist in the planning, creation, and building of new exhibits and displays. Works with the Executive Director, Exhibits Committee, and independently to achieve this.
- Clean, maintain, and update existing exhibits. Oversee staff and volunteers assisting with exhibits.
- Participate in Collections and Exhibits Committee Meetings
- Evaluate and receive acquisitions for the collection that meet the mission of the Museum.
- Prepare recommendation reports for Collections Committee to review for potential accessions/deaccessions.
- Catalog artifacts using proper museum and archival techniques and procedures using the established registration system.
- Oversee the care for the collection storage area and maintain the area in an organized and clean condition. This includes areas accessible to the public such as the Reference Room.

- Train, supervise, and provide support to volunteers, personnel, and interns that are assigned to the collection and exhibit process.
- Management/ Financial Oversight/ Strategic Planning related to Collections and Exhibits only. This includes inventory of supplies needed for collections care and exhibits.
- Manages and develops and/or revises (when necessary) policies and best practices documents related to the care and display of collections items in general or specifically.
- Assist in the development of, and help facilitate, programs and events at the Museum.

#### **Other Responsibilities:**

- Perform Museum management tasks as needed and assigned by the Executive Director.
- Assist with interpretive tours when needed.
- Assists in historic research when needed.
- Serve as a representative and spokesperson for the Museum when needed at events and public functions, engages in public speaking opportunities when needed. Establishes relationships with key individuals in the community and at large.
- Brings appropriate issues and policy requirements to the Executive Director in a timely fashion so that they may attend to issues and report those necessary to the Board.
- Other duties as assigned.

#### **Required Competencies:**

- Manager must possess an understanding of material culture and the interpretation of artifacts in historical context.
- Demonstrate knowledge and understanding of the professional standards for the handling, housing, preservation, and documentation of historical artifacts (archives, photographs, books, and objects).
- Ability to conduct intensive historical and object research among in-house collections and other Museum archives.
- Technology Proficiency: Computer literacy in word processing, database programs, web resources, digital imaging, design software
- Communication Skills: Ability to communicate effectively with the public and internally, creative interpretive writing used in displays and exhibits
- Planning and organizational skills, managing people and performance, ability to work independently and in a team

#### **Experience and Education:**

- Bachelor's degree in a related field, or equivalent work experience
- Experience related to museum studies, education, archival studies, or equivalent desired
- Experience in museum collections and/or exhibits desired
- Experience working with volunteers
- Knowledge of PastPerfect database desired

**Physical Requirements:**

- Ability to be on feet and or sit for at least five hours each day.
- Intermittent physical activity including walking, standing, twisting, sitting, bending, stooping, lifting, and climbing stairs.
- Ability to lift 40 lbs
- Must be willing to work weekends, holidays, with some evenings required.

**How to Apply:**

- Send cover letter, resume, and 3 references (professional or academic) to:
  - The Albany Regional Museum
  - Email: [armuseum@peak.org](mailto:armuseum@peak.org)
- Include job title in the email subject field.
- Please indicate the location where job posting was found.
- Please visit our website at [armuseum.com](http://armuseum.com)

***The Albany Regional Museum is an equal opportunity employer***