



Henry Sheldon Museum of Vermont History

Collections Manager Henry Sheldon Museum of Vermont History

The oldest community-based museum in the country, the Sheldon Museum has welcomed visitors and researchers since 1884. Local businessman and tireless collector Henry Sheldon filled the Museum with fine Vermont furniture, paintings, textiles, documents, household objects, and artifacts that provide a glimpse into Addison County's and Vermont's past. The Museum is housed in an historic 1829 Federal house and in addition to the permanent collection, includes a Research Center with an exceptional archival collection, exhibit galleries, lovely garden and barn, and Museum Store in the heart of the vibrant college town of Middlebury, Vermont. Residing in a thriving area between the Green Mountains and Lake Champlain, our region frequently appears on lists of the best places to live and work.

<https://www.henrysheldonmuseum.org/>

Description

The Henry Sheldon Museum of Vermont History (HSM) seeks a Collections Manager to oversee the physical and intellectual care, preservation, and documentation of its Museum collections, comprised of thousands of objects that primarily document the everyday life of Middlebury and Addison County residents in the late 18th and 19th centuries. The Collections Manager works to ensure the highest level of stewardship of the Sheldon Museum's permanent collection in compliance with museum standards. The Collections Manager will report to the Executive Director and work in close coordination with the Archivist and Associate Director.

Employment type: This is an 80% FTE salaried position with paid time off and holidays.

Salary Range: Salary \$42,000-\$45,000, commensurate with experience and proven record of success.

Primary Duties:

- Ensure proper physical care, handling, display, storage, and preservation of the museum collections.
- Oversee all registration aspects for storage and handling of artifacts, including records management, inventory control, policy formulation, insurance and risk management, and long-range planning.
- Serve as a key point of contact between donors, lenders and the museum; negotiates proposed gifts and loans to the museum collections.

- Manage all aspects of donations to Museum collections, including proper paperwork documentation of deeds of gifts, bequests, donations, and deaccessions in accordance with best practices.
- Oversee incoming and outgoing loans and donations, including packing, shipping, receiving, logistics, and insurance consistent with industry best-practices.
- Perform necessary inventory of collection, in accordance with the Collections Policy, as well as cataloging and photography of collection.
- Assess and maintain the collections management database (Past Perfect or other), object files, and other essential records.
- Perform routine monitoring of integrated pest management in all storage areas.
- Works with other Museum staff to manage exhibition galleries, collections storage rooms, and environmental monitoring consistent with industry best-practices.
- Support the use of Museum collections in exhibitions programming; oversee installation and deinstallation processes and surrounding activities such as loans and conservation.
- Assist in the development and implementation of any HSM policies and procedures involving collections care and maintenance.
- Supervises access to collections for study, exhibition, and research.
- Participate in various committee meetings as needed, including the Collections and the Buildings & Grounds Committees. Represent HSM at professional and community venues to enhance the understanding of its mission and collections.
- Collaborate with Grant Writer on grant applications for collections needs.
- Recruit/supervise Museum collections interns and volunteers
- Special projects or other duties as assigned.

Requirements

The ideal candidate will possess the following strengths and experience:

- Master's degree in Museum Studies or closely related field such as Material Culture, History, Public History, or comparable field.
- Substantial experience or partial coursework may be substituted for the required Master's degree.
- Minimum of 3-5 years' experience handling collections in a museum or historical society.
- Demonstrated experience managing the care, preservation, and documentation of museum collections, especially in accessioning, deaccessioning, object handling and housing, exhibition installation and deinstallation, loan procedures and negotiations, museum registration, objects/collection insurance, security, pest management, emergency preparedness and risk management.
- Experience using PastPerfect or other collections database and digital imaging systems.
- Excellent oral and written communication skills; interpersonal skills; flexible, reliable, and detail-oriented.
- Knowledge of environmental monitoring systems.

- Experience assisting with the production of exhibitions.
- Ability to manage simultaneous priorities and meet deadlines.
- Self-motivated with the ability to work independently.
- Must have a commitment to inclusion and diversity and a passion for advancing equity.

Desired Qualifications:

- Knowledge of disaster preparedness and response.
- Exhibition installation, mounting, and/or hanging objects, management of loans, customs regulations and copyright clearance process.
- Theories and practical experience in current photography and digitization practices, including scanning, photography, digital preservation and editing equipment and software.

The Henry Sheldon Museum is an equal opportunity employer, is committed to programs of Equal Employment Opportunity (EEO) and the principles of affirmative action.

How to Apply:

Interested candidates please send a letter of interest, resume, and three references to jobs@henrysheldonmuseum.org or mail hard copy to: Henry Sheldon Museum, Collections Manager Search Committee, One Park Street, Middlebury, VT 05753. All materials will be confidential and references will not be contacted without advance permission. No phone calls please.