



Wheelwright Museum of the American Indian Job Announcement Collections Manager/Registrar - Job will close when filled

Collections Manager/Registrar needed for small private non-profit museum; full-time, salaried, reports to the Director and Curator; job responsibilities include maintaining records of accession and deaccession, ongoing projects within the department to photograph and digitize collection, incoming and outgoing loans; condition reporting on all material, condition and location of all objects and archival materials in the museum's collection, and the collections and archival database. Responsibilities also include oversight of movement, packing and shipping of objects to conform with insurance regulations and highest level of professional practice. Must maintain a high degree of confidentiality. Job requires periodic evening and weekend work hours.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in related subject
- Master's Degree in Museum Studies or proven parallel professional experience
- At least 5 years of collection management experience in a reputable institution
- Strong depth of ethnological knowledge of Native American material arts and cultural objects
- Extensive art handling, condition reporting, object photography, and fine art shipping and risk management experience
- Experience with Filemaker Pro and new Re-Discovery collections software.

KNOWLEDGE AND SKILLS:

The skills required are specific to this position and the contents of the permanent collection are not generic. The job requires a professional in the field with special skills and high-quality museum experience.

- Strong writing and research skills and grant writing experience
- Knowledge of computer databases and computer image files as named above
- Strong photographic skills with digital experience and versatility
- Knowledge of conservation practices and preparation
- Training in art handling and condition reporting
- Strong interpersonal, planning, and organizational skills
- Ability to work independently and collaboratively with others to achieve overall goals and objectives
- Ability to manage interns and volunteers

While performing the duties of this position, the employee is regularly required to stand, walk, sit for prolonged periods, and use computer and photographic equipment. The employee must be able to lift 50 pounds without injury.

All candidates are required to participate in pre-employment screening, background investigation and verification of educational credentials. Please submit a cover letter, resume and professional written references, including at least two from current or recent former direct supervisors.

EQUAL OPPORTUNITY EMPLOYMENT:

The Wheelwright Museum is committed to Equal Employment Opportunity. It is our policy to encourage and support equal employment opportunity for all associates and applicants without regard to age, sex, race, color, ancestry, religious creed, national origin, pregnancy, physical or mental disability, medical condition, marital status, political affiliation, sexual orientation, gender identity, individual genetic information, disabled veteran or Vietnam Era Veteran Status.

AMERICANS WITH DISABILITIES ACT:

Applicants as well as employees who are, or become, disabled must be able to perform the essential job functions either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

JOB RESPONSIBILITIES:

The above statements reflect the general duties and responsibilities considered necessary to perform the essential functions of the job. This document should not be considered a fully detailed description of all the work requirements of the position. The Wheelwright Museum may change the specific job duties with or without prior notice based on the needs of the organization.

Submit to: Jean Higgins, Wheelwright Museum Executive Director, Director@Wheelwright.org