

**SKAGIT COUNTY HISTORICAL MUSEUM  
POSITION DESCRIPTION**

January 2022

***“Our mission is to identify, collect, document and preserve objects of relevance, and to provide information reflecting the unique cultural history of Skagit County.”***

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Position Title:           Collection Manager  
Report To:               Museum Director

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Part Time Position – Approximately 24 hours per week, non-exempt  
Benefits – Vacation and Sick Leave. No medical, dental or retirement

**SUMMARY:**

The Collection Manager of the Skagit County Historical Museum has primary responsibility for the Museum’s 3D object collection care as guided by the Collections Policy. The Collection Manager participates in decisions regarding what objects to select, completes research and documentation, provides proper packaging of objects for storage and transportation. Assists with development of exhibits and activities sharing the collection with the public. Collection Manager is part of the Museum Team, collaborating with staff, volunteers and Board Members to accomplish our goals.

**ESSENTIAL FUNCTIONS:**

- Maintenance, conservation, and documenting all objects.
- Assures proper handling, storage, and care of accessioned Museum objects according to Collections Policy.
- Generates, maintains, and updates as necessary all collection documentation, including loan forms, insurance, etc.
- Enters collection records into *Past Perfect* museum software and generates inventories and database reports as requested.
- Assists with design, installation, and deinstallation of exhibits. Provides information on the particular objects used in exhibits.
- With Director, develops annual goals and objectives for collections management.
- Recommends materials, supplies and equipment for collections care for budget preparation.
- Provides guidance to, and works alongside, volunteers and staff as they process objects.
- Does research on artifacts to identify object, determine its use and authenticity, dates, and significance.
- Disseminates information on the collection to staff, researchers, and public. Responds to requests and inquiries and provides appropriate public access to collections.

- Recommends acquisitions to, and de-accessioning from, collections.
- Works in conjunction with Museum staff and the Board of Trustees to de-accession objects.
- Participates in appropriate fundraising activities.
- Assists with exhibit receptions and Visitor Services tasks as needed.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**PREFERRED/DESIRABLE QUALIFICATIONS:**

Graduation from an accredited college or university with a Bachelors Degree in museum studies or a museum related field is preferred. Experience working with museum collections is highly desirable.

Strong working knowledge of office computer systems utilizing Microsoft Office Suite is required.

**Required: Proof of complete COVID 19 Vaccination**

**Requires knowledge of:**

- *Past Perfect* or other similar museum collection management software.
- Professional curatorial collection practices.
- Basic supervisory techniques and procedures.

**Requires the ability to:**

- Be flexible, organized and work well under deadlines.
- Organize, manage, and/or supervise multiple ongoing projects and bring them to conclusion.
- Interact effectively with other staff, members of the Board of Trustees, volunteers and the public; the ability to work in a positive collaborative team environment.
- Communicate effectively both verbally and in writing in advancing Museum interests to the public.
- Cultivate new Museum relationships, memberships, support and involvement within our community.
- Must enjoy working with the public, meeting new people, partnering with volunteers.

**Licenses and/or Certifications:**

Must hold a current state driver's license.

**Working Conditions/Physical Requirements:**

***Hazards:***

- Must be able to assist with exhibits, special events, set-up and take-down.
- May be required to lift up to 40 pounds.
- Requires performing primary office functions, sitting, standing with repetitive motions of fingers and hands.

It is Museum policy not to discriminate against any person with regard to race, color, religion, sex, gender, age, national origin, marital status, or physical or mental disability.