**CANAJOHARIE LIBRARY AND ARKELL MUSEUM**

JOB DESCRIPTION

Museum Collections Manager

The Collections Manager is responsible for maintaining the Arkell Museum’s collections in a condition that fosters their utilization in exhibitions, educational programs, research, film, new media, and printed publications. The Collections Manager is also responsible for maintaining and building the documentation of the collections to encourage greater use of the Arkell Museum’s fine art and history collections with scholars and the public.

**Responsibilities:**

* Maintain accession and donor files for the collections, and coordinate the cataloging of all items.
* Maintain and update the fine art and history collection database (PastPerfect)
* Perform inventory and inspection of collection items and produce condition reports
* Oversee and administer conservation and preservation activities for museum collections
* Work with the Chief Curator/Museum Director to evaluate possible museum acquisitions and present them to the Collections Committee
* Meet with the Collections Committee to discuss possible acquisitions and annually review museum collection policies and procedures
* Coordinate and process incoming and outgoing loans for museum exhibitions including agreements, condition reports, receipts, insurance certificates, and facility reports
* Provide collection research assistance to the general public and scholars
* Administer the Rights and Reproduction program
* Recruit and train students and volunteers to assist with collection related projects and activities
* Track and provide reports, budgets and statistics related to collection activities
* Annually review and update the museum’s disaster plan
* Monitor HVAC temp and humidity in galleries and collection storage
* Research and assist with grants for collections activities, collection conservation, and collections database expansion
* Assists with exhibition planning and development as requested
* Assist or lead other museum projects as directed

Reports to the Museum Director & Chief Curator

Physical Demands: Required to walk, sit and occasionally lift/and or move up to 25 pounds.

**Desirable Education & Experience:**

* Bachelors degree (Masters degree preferred) in art history, history or museum studies, with experience working with collections in a museum environment
* Ability to communicate effectively in writing and orally
* Ability to plan and organize work routines and long range projects
* Ability to establish and maintain effective working relationships with the Museum Director, staff and the public