



# CITY OF BARTLESVILLE

## COLLECTIONS MANAGER – HISTORY MUSEUM

### **JOB SUMMARY**

Under general supervision, is responsible for and oversees the Museum collections, photos, artifacts, and archives. Researches and documents objects for inclusion in the Museum collections. Assigns, reviews, and participates in the work of staff. Handles, processes, maintains, preserves and manages the physical artifact and photo collections. Assists the general public and researchers as appropriate with their questions and research inquiries. Supervises the positions of Registrar, Museum Coordinator, Education Coordinator, Photo Archivist, positions paid by grant funds along with volunteers and interns when responsibilities relate to the collection. Provides support to the Museum Director in day-to-day operations as needed.

### **DESIRABLE QUALIFICATIONS**

**Education and Experience:** Degree from an accredited college or university in Museum Studies or a related field, and, one to two years of progressively responsible related experience is preferred; equivalent work experience in a related field with increased responsibilities, including supervisory, will be considered, or, any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. **Knowledge:** Operations, services and activities of a comprehensive museum collection and exhibition program. Principles of supervision, training and performance evaluation. Principles and practices of museum collection preservation. Local and regional culture and history. Principles of museum exhibit planning, installation and maintenance. The American Association of Museum Code of Ethics. Principles and practices of grant writing, administration and funding. Methods and techniques of historical research. Principles and procedures used in the documentation and preservation of historical artifacts. Office procedures, methods, and equipment including computers and supporting work processing and spreadsheet applications. Operational characteristics of equipment and tools relative to assigned area. Operational characteristics of automated cataloging system, Past Perfect. Pertinent Federal, State and Local laws, codes and regulations. **Skills In:** Oversee the research, development and creation of historically significant museum collections. Supervise, organize, and review the work of assigned staff. Select, supervise, train, and evaluate staff. Interpret local and regional culture and history to design museum concepts. Develop and administer grant funding. Ensure the proper registration, retrieval, conservation, and preservation of the museum collection. Utilize knowledge and skills to develop an optimum collection. Promote the understanding and preservation of the region's culture and history. As a collaborative member of the Exhibit Committee, coordinate the creation, planning, construction, and installation of new museum exhibits. Develop a wide variety of educational museum programs in coordination with staff. Conduct extensive historical research of City and State events for inclusion in the museum's collections. Elicit community and organizational support for various museum programs. Interpret and apply Federal, State, and Local policies, procedures, laws, and regulations. Prepare clear and concise technical and administrative reports upon request. Evaluate collection management needs. Communicate clearly and concisely, both orally and in writing. Using tact, discretion, initiative and independent judgment within established guidelines. Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

**HOW TO APPLY:** Submit Application at the City of Bartlesville Job's website.

**Applications will be accepted from February 28, 2024 through March 20, 2024 or until filled**

**Salary for this position starts at \$47,278.40/per year.**

**AN EQUAL OPPORTUNITY EMPLOYER**

City of Bartlesville

401 S. Johnstone Ave / Bartlesville, Oklahoma 74003 / (918) 338-4221