

COLLECTIONS AND EXHIBIT SPECIALIST
Alutiiq Museum Job Description

TITLE	Collections and Exhibit Specialist
CLASSIFICATION	Full time permanent, hourly
COMPENSATION	\$17-\$22 per hour, DOE, plus benefits
REPORTS TO	Curator of Collections
SUPERVISES	Collections Assistants, Museum Interns, Volunteers

SUMMARY OF RESPONSIBILITIES

This position works under the supervision of the Curator of Collections to care for museum collections and lead exhibit fabrication. The specialist stores of museum collections, participates in the management of paper and computerized collections databases, and assists with providing public access to collections. This position also oversees all aspects of exhibit fabrication (planning, scheduling, fabrication, installation etc.) and works closely with the curatorial staff to conceptualize and produce in house exhibitions and develop traveling exhibitions, loans, and other special exhibit projects.

ESSENTIAL POSITION FUNCTIONS

COLLECTIONS MANAGEMENT

- Implements collections policies and procedures
- Implements collections security procedures
- Controls storage areas performs and schedules cleaning, maintains integrated pest management program, tracks hazardous materials, and monitors environmental conditions in the Collections Rooms, Lab, and Gallery.
- Assists in the management of the museum's collections.
- Creates and maintains documents regarding collections, such as collection history, object use, loan and donation forms, catalogs, condition reports, and associated publications.
- Assists with updating the museum's computerized databases of collections
- Assists in object movement, internal and external
- Assists in contracting for outside services as needed: conservation, packing, crating, shipping, photography, insurance.
- Participates in special projects including but not limited public outreach, museum tours, and the production of publications
- Answers general questions about the collection for the public
- Attends staff meetings, professional training, and conferences as requested

EXHIBIT ADMINISTRATION

- * Assists with exhibit planning and conceptualization.
- * Creates design concepts for planned exhibits in concert with staff and contractors.
- * Oversees the preparation of exhibits, including manufacturing of exhibit mounts
- * Develops/reviews contracts for visiting exhibits
- * Schedules and supervises packing, shipping, condition reporting, and object movement of museum objects traveling for exhibition.
- * Maintains the standards for exhibition established in the museum's exhibit gallery.
- * Works with museum staff members to develop, create, and install exhibit labels.
- * Works with the curatorial staff to rotate objects on permanent display to insure their safety and integrity

- * Insures that any conditions specified for loaned exhibits and objects loaned for exhibition are met, tracked, and maintained
- * Arranges storage for exhibit crating
- * Completes condition reporting for exhibit and exhibited objects
- * Plans, supervises and participates in the de-installation of exhibits
- * Travel as required to view and/or pack objects borrowed for exhibitions

REQUIRED EXPERIENCE & EDUCATION

Bachelor's degree in history, anthropology or related field and a minimum of two years professional museum work experience and/or a Museum Studies Certificate; demonstrated working knowledge of museum principles and practices; demonstrated understanding of basic carpentry skills and metal working or exhibit mount making skills. Knowledge of graphic design and use of relevant software. Required education may be substituted by relevant work experience.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES

- Demonstrated experience with and knowledge of collections management techniques.
- Exceptional organizational skills and an ability to maintain precise recording standards.
- Experience working with and supervising volunteers and the ability to interact successfully with volunteers and visitors.
- Good writing and communications skills.
- Ability to work on a flexible schedule and travel to remote locations to participate in museum projects.
- Ability to work with limited supervision, to advance projects independently, and to bring projects to conclusion on a timely basis.
- Must have a pleasant, courteous, and professional attitude.
- Ability to adhere to museum ethics, policies, and appropriate standards of conduct, including confidentiality, integrity, and honesty; follow directives; work cooperatively with others; adapt positively to a changing work environment; and participate in pro-active problem solving.
- Must be able to lift, push, pull or physically maneuver a minimum of fifty (50) pounds on a frequent and regular basis. Actively participate in all physical aspects of the Foundation.
- Knowledge of/experience with design software such as Adobe InDesign
- Must have a valid driver's license and proof of vehicle insurance.

This job description is not an exhaustive list of Collection and Exhibit Specialist's duties. Your supervisor may require you to assist with other museum projects as needed. However, your annual evaluation will assess your performance of the duties described above. The Museum's Executive Director has the right to alter this job description at any time. This job description is not an employment contract.

Signed: _____ Date: _____