



Collections Manager

Museums on the Green, Falmouth Historical Society

The Falmouth Historical Society has an exciting opportunity available for a part-time Collections Manager. The Collections Manager works in partnership with staff and volunteers implementing the Society's Collection Management Policy, developing an Emergency Preparedness Plan, assist in creating exhibitions, and supporting educational programs, museum tours, and day-to-day activities.

Areas of responsibility:

1. Collection Care: maintains an inventory of the collections; determines and provides the appropriate care, security, cataloguing and exhibition of the collections; monitors current storage conditions and recommends changes as appropriate with budgets. The Collections Manager creates and prioritizes a conservation plan for objects and researches potential funding sources; keeps abreast of conservation procedures, technological advances and best practices through networking and professional development; reviews and updates Collections Management Policy regularly. 45% of role.
2. Accession and De-accession: chairs Accessions Committee which shall meet at least 4 times a year; educates committee about scope, strengths and gaps of Society's collections; acknowledges donations promptly; maintains a list of donors and donations, year to year. 15% of role.
3. Emergency Preparedness Plan: with assistance of staff and volunteers, develops and coordinates an Emergency Preparedness Plan; reviews plan periodically and schedules drills to build efficiency and rapid response. 5% of role.
4. Exhibitions: partnering with the Research Manager and Executive Director this role creates and implements exhibition plans; documents and researches the history and significance of objects in the collections; works with museum store manager on product development; develops hands-on activities for visitor's center that relate to exhibition themes. 10% of role.
5. Educational Programs: assists Executive Director in identifying potential themes that relate to curriculum frameworks; assists in implementing workshops,

programs and lectures for events like Fridays for Families and Museums after Hours. 10% of role.

6. Museum Tours: participates in training docents; prepares and updates historic house museum room books as needed; leads tours as needed. 5% of role.

7. Daily Operations: recruits, trains and retains collections volunteers; fields questions regarding collections as needed from public; attends Executive Committee and Board meetings at the invitation of Executive Director or President. 10% of role.

Core Competencies:

1. Experienced in collection management and conservation protocols
2. Experienced in exhibit design, installation, and break-down
3. Interacts productively with a wide range of people: volunteers, visitors, donors, children and museum professionals.
4. Excellent communication and computer skills
5. Proven research skills

Qualifications:

Required:

- Bachelor's degree in history, art history, museum studies, or a closely related field.
- At least 3-5 years of professional experience managing art and artifact collections in a museum environment.
- Thorough knowledge of collections management standards and best practices; must be very familiar with **the American Alliance of Museum code of ethics and standards**, and have contributed to Collections Management Policies, Emergency Preparedness Plans, and Housekeeping Manuals. The candidate must also have experience identifying objects for conservation and working with conservators.
- Demonstrated experience managing the care, preservation, and documentation of museum collections, especially in museum registration, collections management software, object Handling and housing, loan procedures, and exhibition installation.
- Excellent object handling skills, as this position will be required to train volunteers how to properly care for objects.
- The ability to perform moderate physical activity, such as climbing ladders, lifting, kneeling, and standing or walking for extended periods;
- The ability to work occasional evening and weekend hours, including courier trips for loan objects.

Being organized, detail-oriented, able to work independently and take initiative, an effective writer and public speaker, and eager to contribute to the museum.

Preferred:

- Master's degree in museum studies, art history, history, or a closely related field.
- Familiarity with the history and material culture of New England; and experience leading staff and volunteer teams in larger projects.

The Collections Manager reports to the Executive Director. The role is 15 hours a week. \$25 per hour. Employee is eligible for a 4% 401K match upon hire. Please note this work requires in person attendance. This museum has a supportive encouraging environment that provides professional development opportunities and staff enrichment.

Interested parties should send a resume, cover letter, and a one-to-three-page sample of work to Executive Director Rachel Lovett at Rachel@museumsonthegreen.org by Wednesday February 21, 2024.

About the Falmouth Historical Society:

The Falmouth Historical Society, oldest on Cape Cod, was established in 1900. The Society maintains a two-acre campus in the heart of downtown Falmouth next to the historic village green. The Falmouth Garden Club maintains our extensive gardens. The Society's campus includes the c. 1790 Dr. Francis Wicks House, a historic house museum, the c.1730 Conant House which houses staff offices, an archive, and exhibit galleries, and the Cultural Center & Visitors Center which houses a gift shop, exhibit space, and a meeting room. Collection Storage, some of the best on Cape Cod, is located downstairs in the Cultural Center. The Society has a vibrant schedule of programming for families and adults, related to our mission, the history of Falmouth, Massachusetts.