



Job Title:	Collections Manager/Registrar
Department:	Collections and Exhibitions
Reports to:	Executive Director
FLSA Status	Non-exempt
Biweekly salary:	\$1,230.77 - \$2,000.00
Prepared date:	11/11/21

Summary: The Collections Manager is responsible for the care, management, and use of the Wiregrass Museum of Art's permanent collection and loaned works of art, and for the logistical movement of incoming and outgoing special exhibitions. The Collections Manager will work under the direction of the Executive Director and Curator to ensure the highest level of stewardship of WMA's permanent collection, its presentation, storage, and security and safety within the WMA and loaned locations. The Collections Manager implements the highest standards in registration processes and ensures all work is consistent with current professional museum practices. The Collections Manager will assist with institutional planning, budgeting, and implementation of museum-wide policies and procedures that promote the safe and thoughtful presentation of art within the WMA.

Primary Duties:

- Oversees all registration aspects for storage and handling of art, including records management, inventory control, policy formulation, insurance and risk management, and long-range planning.
- In accordance with best practices, ensures proper coordination, handling, documentation, accessioning, and condition reporting of art objects entering WMA, either on loan or for acquisition.
- Coordinates all logistical movement of works of art, for incoming and outgoing loans including shipping, cataloging, condition reporting.
- Perform necessary inventory of collection, in accordance with the Collections Management Policy, as well as cataloging and photography of collection.
- Maintains the collections database and provides oversight of the use of images of the collection by WMA staff and other entities.
- Coordinates with Executive Director and Curator, and Special Projects Administrator to monitor building climate, lighting, cleanliness, and safety in accordance with museum practices for collections management.
- Prepares and processes gift receipts.
- Prepares loan agreements for exhibitions and keeps checklists and coordinates photography for new acquisitions and loans.
- Performing routine monitoring of pest management control and environment in all storage areas.
- Establishes and revises the museum's collections plan and emergency preparedness policies and procedures and trains museum staff, as needed. Assists in the development and implementation of museum-wide policies and procedures involving collections care, and collection maintenance.

- Participates in various committee meetings as needed, including the Collections Committee. Represents WMA in professional and community circles to enhance the understanding of WMA, its collection, and its mission.
- Collaborates with Advancement Department on grant application for collections needs.
- All other duties as assigned.

Competencies:

Intellectual Competencies:

- Must have the ability to acquire understanding and absorb new information (a quick study).
- Must be the ability to analyze data from various sources and draw reasonable conclusion.
- Must have the ability to be pragmatic and be able to generate realistic and practical solutions to a problem.
- Must be extremely detail-oriented.
- Ability to work in a professional, visitor centered, quality service environment.
- Attention to detail and logical problem-solving skills.
- Ability to work independently using judgment and discretion to complete job duties, projects, and assignments.
- Must possess a high level of interpersonal and human relations skills; ability to interact appropriately with a wide variety of personality types.

Personal Competencies:

- Must have the ability to maintain confidentiality and display ethical behavior in all business dealing; ability to be trusted by peers, clients and other; puts honesty and integrity above self.
- Must have the ability to plan, organize, schedule work in efficient and productive manner. Ability to focus on key priority, juggles multiple projects, and manages time effectively.
- Must have the ability to work independently of others without significant supervisory oversight or co-worker involvement.
- Must have the ability to adapt and adjust quickly to changing priorities or work demands without adverse impact on performance or team dynamics.

Interpersonal Competencies:

- Must have the ability to display appropriate demeanor, dialogue, interaction and attire when dealing with clients and/or co-worker
- Must have the ability to work in a team setting and establish collaborative peer relationship.
- Must have the ability to communicate effectively in both written and verbal communication, as well as presentation skills necessary to articulate the mission and vision of WMA. Must have the ability to listen, comprehend directives, inquiries and/or comments, and decipher intent and meaning.
- Demonstrate communication and interpersonal skills.
- Excellent social skills including the ability to relate in a positive manner with all cultures and socio-economic audiences.
- Excellent writing, oral communication, and presentation skills are necessary to articulate the mission and vision of WMA.

Motivational Competencies:

- › Must have the ability to exhibit high levels of energy, a strong desire to achieve, and appropriately high dedication.
- › Must have the ability to exhibit a can do attitude.

Physical Demands:

- › Occasional standing/walking/climbing (+-20%)of the time
- › Sitting in a normal position for an extended time (+-50%)of the time
- › Occasional reaching/handling/feeling (+-20%) of the time
- › Frequent use of finger dexterity (+50%) of the time.
- › Requires lifting/pushing/pulling of minimal to moderate weight (5-20 lbs.) occasionally

Education:

-Bachelor's Degree in art history, studio art, or humanities with emphasis on museum studies required.

Experience:

1-3 years' experience in the management of a mid-sized collection including contemporary objects and an active changing exhibition schedule. Valid Alabama driver's license.

Computer Skills:

- › Word and Excel experience preferred
- › Proficient and current computer skills

This is a full time, salaried position, with paid time off (PTO), holidays, medical benefits, and 401k plan. Some weekends and evenings required for events.

To apply, please submit your resume and cover letter to Dana-Marie Lemmer, Executive Director, at dlemmer@wiregrassmuseum.org with subject line "Collections Manager Position".

EEO: WMA is an Equal Opportunity Employer. We will not discriminate based on race/creed/national origin/religion/color/sex/age/pregnancy/ disability or veteran status.