

SHELDON MUSEUM AND CULTURAL CENTER
Haines, Alaska
Position Description

JOB TITLE: Collections and Exhibits Coordinator

REPORTS TO: Museum Director

SUPERVISES: Volunteers, interns

POSITION RESPONSIBILITIES:

Exhibits:

1. Works closely with Director and Exhibits Committee to plan, design and install permanent exhibits.
2. Coordinates and installs temporary and traveling exhibits, including working directly with exhibitors, processing loan and condition reports and generating related publicity.

Collections:

1. Responsible for record keeping pertaining to the Museum's collections.
 - a. Accessions, catalogs, maintains inventory, and records conservation and use of all collections using Past Perfect and manual files.
 - b. Assists visiting scholars and researchers in library and archives, and responds to public inquiries related to local history and the collections.
 - c. Manages incoming and outgoing loans.
2. Responsible for and ensures that organization, care, storage, use and documentation of the museum's collections meets museum industry standards.
 - a. Supervises the maintenance and monitoring of environmental conditions in the building.
 - b. Ensures preventive conservation conditions for collections.
 - c. Coordinates and monitors conservation treatment of collection objects.
 - d. Schedules exhibits cleaning on annual rotation with Custodian.

Other:

1. Is a member of and coordinates Collections Committee meetings, is a member of the Exhibits Committee and works with Documents and Policy Committees as needed.
2. Supervises other staff and volunteers in Collections and Exhibit activities and projects.
3. Maintains a working knowledge of significant developments and trends in the museum field and a professionally active role including peer relationships, publication, and training.
4. With the Director, actively researches and writes grants relevant to collections management and exhibitions.
5. Works effectively as part of the Museum staff, ensuring that the objectives of the Museum are achieved. This may include performing tasks from other positions when that person is absent.
6. Other duties as assigned by the Director.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements, demands and characteristics listed below are representative of the knowledge, skills and abilities required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Excellent computer skills including the ability to learn and operate PastPerfect, the Museum's collections management program.

2. Graphic and design skills.
3. Excellent oral and written communication skills.
4. Interest in and knowledge of local history, and an understanding of the significance of the institution's collections.
5. Ability to understand and work within the special needs and requirements of a museum environment.
6. Excellent organizational and research skills.
7. Ability to effectively relate and work with other employees, volunteers, and public.
8. A basic knowledge of techniques and procedures related to collection management.
9. Ability to manage own clerical tasks to include computer input, typing, correspondence and file maintenance.
10. Ability to act in accordance with the museum's stated mission, policies, goals and objectives.
11. Meticulous and thorough work habits.

MINIMUM EMPLOYMENT STANDARDS

1. Bachelor's degree in museum studies or related field or equivalent experience.
2. Museum experience or work in a similar field preferred.
3. Basic knowledge of the techniques and procedures related to collection management, interpretation and exhibit design.
4. General good health.
5. Must be able to lift and/or move fifty pounds.
6. Must be able to lift and /or move artifacts and other collection items using the special care required for acceptable museum standards.
7. Must be able to walk up and down stairs.
8. Ability to work a flexible schedule.

STATUS: Permanent/Part-time (19 hours per week, October through mid-May)

STARTING HOURLY WAGE: \$16.08 per hour

BENEFITS: PERS, SBS in lieu of Social Security; Holiday and Personal Leave pay with optional union membership.