

COLLECTIONS MANAGER

AKRON ART MUSEUM

ORGANIZATIONAL RELATIONSHIPS

Department: Curatorial

FLSA Status: Salaried, Exempt

Reports to: Chief Curator

Supervises: Library and Archives Manager, interns.

Works with curators, Director of Design, preparators, Operations Manager and Security Team Leader to provide for handling, transportation, documentation, security and installation of works in the collection and on loan to the Museum. Works with Library & Archives Manager, curatorial staff, volunteers and interns to set policy and maintain museum analog and digital records.

SUMMARY

Is responsible for the proper care and management of the Museum collection and all art objects in the Museum's custody. Areas of responsibility include storage, record-keeping, shipping, crating, insurance, exhibition conditions, conservation, and loans. Responsible for assuring safe handling of art.

DUTIES AND RESPONSIBILITIES

- A. Is responsible for records of the collection and exhibition materials.
 - 1. Organizes and catalogues all collection material. Administers and oversees collections management database and associated websites.
 - 2. Supervises and controls the storage of art, inventory records that locate art objects, and object, exhibition and collector files.
 - 3. Initiates photography of the collection for record-keeping and arranges for photography in response to museum and outside requests. Coordinates image management and storage for collection and exhibitions materials.
 - 4. Insures adherence to laws and regulations pertaining to rights and reproduction matters, such as copyright, licensing and legal title.
 - 5. Assists curatorial staff with materials related to research and documentation of the collection, including research of proposed acquisitions.
 - 6. Responsible for preparation of all legal documents pertaining collection management, loans, and conservation..
 - 7. Assists communication, design and store personnel in securing images and information related to collections and exhibitions.
 - 8. Responsible for responding to questions from museum staff, students, researchers and the public pertaining to the collection.

- B. Is responsible for the care and condition of art work.
 - 1. Examines and reports on all objects, including their condition when they enter and/or leave the museum.
 - 2. Makes recommendations about conservation issues and related concerns to the Chief Curator. Works with Chief Curator and conservators to plan coordinate & oversee execution of a conservation program. Supervises and records all climate control, security, and art handling of objects in the storage areas and on exhibition.
 - 3. Works with Operations Manager on climate control issues and with disaster preparedness plan.

4. Ensures the safety of works of art during installation and transportation by preparators and art handlers.
- C. Is responsible for the transportation of art works in the permanent collection and from outside sources and for coordinating museum-generated traveling exhibitions.
1. Arranges for transportation and crating, including customs arrangements when necessary, for all collections and traveling exhibitions. May be required to travel (nationally or internationally) to serve as a museum courier.
 2. Arranges all outgoing loans. Reviews and recommends loan requests to Chief Curator and Executive Director. Negotiates loan terms with venues and assures all loans insured and supervises and arranges all transportation.
 3. Initiates and authorizes the receipt and release of all work and coordinates courier trips.
 4. Maintains contact with movers, packers, and other professional art handlers. Keeps apprised of current standards and procedures.
- D. Is responsible for developing and monitoring budgets for activities pertaining to the documentation, safekeeping, and protection of the collection.
- E. Evaluates fine arts insurance requirements and makes recommendations to the Chief Financial Officer and Chief Curator for full and proper coverage of the collection, loans and traveling exhibition material. Processes insurance claims and insurance reports and maintains accurate records.
- F. Supervises Library & Archives Manager
1. Evaluates and updates databases, archives, artists' biographical files, and image resources.
 2. Develops and implements policies for maintenance of the museum's historical archives.
- I Other duties as assigned

EDUCATION AND EXPERIENCE

B.A. in Museum Studies, Art History or related field, M.A. preferred); minimum three years relevant museum experience.

Experience as a museum collections manager or registrar required.

Advanced art handling experience and supervisory experience preferred.

SKILLS AND PERSONAL CHARACTERISTICS

Required:

Excellent organizational and communications skills.

Proficiency in MS Office and with EmbARK or other collections management software.

Knowledge of insurance, packing, transportation, digital asset management, museum record-keeping and conservation standards and resources.

Ability to communicate up-to-date museum standards and professional practices with staff and other museum professionals.

Experience developing and implementing policies.

Must be reliable and trustworthy; detail oriented and able to assume significant responsibility.

Ability to manage multiple, ongoing projects simultaneously.

Valid driver's license.

Preferred:

Advanced art handling experience.
Supervisory experience.

WORKING ENVIRONMENT/PHYSICAL ACTIVITIES

Working Environment:

Subject to many interruptions, pressure due to multiple calls and inquiries, deadlines, management of multiple projects with overlapping deadlines.

Physical Activities:

Moderate to heavy work. Climbing, stooping, kneeling, reaching, lifting, grasping, hearing. Close visual acuity. Physical coordination/skills to lift both heavy and small objects, taking necessary precautions.

Desk Work: sitting for extended periods of time, carrying, handling, fingering, talking, and hearing, eye/hand coordination, repetitive motions.

Events and Programs: Standing for extended periods of time, walking, speaking and hearing in noisy environment.

Visual Demands: near acuity, depth perception, able to see computer monitor.

Must be physically able to drive and possess a valid driver's license.

Mental Demands: oral comprehension, written comprehension, simple arithmetic.

This list is meant to be illustrative of the usual types of activities and working conditions for this position, and is not intended to be all-inclusive.

I have read and received a copy of the above job description, I have been given an opportunity to ask questions, and my questions have been answered satisfactorily. I agree to the duties of this position as listed above.

Employee Signature

Date

September 2016