Chicago History Museum

JOB TITLE: Collection Manager for Architecture and Visual Materials

DEPARTMENT: Collections

FLSA STATUS: Exempt - Professional

JOB PURPOSE:

The Collection Manager for Architecture and Visual Materials will primarily develop, process, accession, and maintain the CHM's architecture, prints, photographs, film, and video holdings. The Collection Manager will work with Curators to identify, review, and present proposed acquisitions of architecture and visual materials and also identify, develop proposals, and implement de-accession plans for such materials. The Collection Manager will also collaborate with Collections staff and other departments to facilitate use of architecture and visual materials to meet the CHS's institutional goals and support its mission. The Collections Manager will participate in the development of policies and procedures concerning the Museum's architecture and visual materials. The Collection Manager will consistently exercise discretion and judgment regarding the Museum's architecture and visual materials.

ESSENTIAL FUNCTIONS:

- Develop an in-depth and advanced knowledge of CHM's architecture, prints, photographs, film, and video holdings, including subject matter, material content, overall condition and organization, storage needs, and related documentation
- Work with Curators to assess potential acquisitions, transfer artifacts to CHM for acquisitions review and processing, prepare acquisition proposals, and present proposed acquisitions to the Collection Committee
- Process new and backlog acquisitions, including creating/maintaining legal and administrative documentation; organizing, cataloging/describing, housing, and storing accessioned materials; and disposing of unwanted materials
- Work with Curators to identify objects for potential deaccession, develop deaccession proposals, and implement deaccession and disposal plans.
- Work with appropriate staff to improve the storage, cataloging, documentation, and inventory of existing collection materials
- Maintain organization, security, and cleanliness of on-site and off-site collections storage facilities, including implementing pest management procedures and overseeing the work of Housekeeping staff
- Collaborate with Collections staff and other departments to facilitate use of the collection to meet institutional goals and support CHM's programmatic, marketing, and fundraising initiatives, including exhibitions, publications, and special events
- Oversee and track the movement of collection materials for exhibition, research, conservation, and photography
- Work with Curators and Conservators, shippers, and other contractors to pack and move collections to/from offsite storage and plan and execute large scale collection moves and storage upgrades
- Participate in the development of institutional policies, procedures, and strategies governing collections preservation, use, and access

- Monitor, purchase, and maintain appropriate archival supplies and equipment necessary to move, store, and care for the collection
- Recruit, train, supervise, and mentor interns, work study students, and volunteers to help meet principal performance goals and to provide training for new museum professionals
- Ability to lift 50 lbs
- Ability to ascend and descend ladders and lifts

OTHER DUTIES:

- Assist with the installation and/or de-installation of exhibited collection materials
- Conduct tours of storage areas for educational, promotional, and fundraising activities
- Respond to telephone, email, and written research inquiries
- Assist with special projects related to the collection
- Perform other duties as assigned

QUALIFICATIONS:

- M. A. in Museum Studies, Library and Information Science, History, Art History, or related field; significant experience may be considered in lieu of an advanced degree
- Strong subject knowledge in at least one relevant area of American Material Culture ideally architectural drawings, architectural archives, and/or photography
- Minimum two years experience handling and cataloging related collection materials in a museum or library setting
- Knowledge of standard collection management and/or archival practices, documentation and preservation best practices, and relevant technologies and computer applications
- Experience working in teams, as well as independently, in meeting departmental goals
- Excellent written and oral communication skills
- Excellent memory
- Attention to detail
- Ability to balance multiple tasks/responsibilities/ demands for time
- Ability to deal diplomatically and effectively with all constituencies
- Commitment to excellent customer service
- A valid driver's license
- Commitment to the mission, values, and programs of the Chicago History Museum

SALARY and BENEFITS: Salary is competitive. Excellent benefit package.

Please send cover letter, resume with salary history (not considered without salary), names, and the names and phone numbers of three work references to in 1 document to:

https://home.eease.adp.com/recruit/?id=2471271

E/O/E M/F/D/V

Background Check Required No phone calls please