



Manager of Exhibits and Collections

Reports to: Chief Executive Officer

General Responsibilities:

The Manager of Exhibits and Collections develops and manages the collections and content side of the museum. This person is responsible for supervising departmental volunteers and intern staff; developing and implementing curatorial policy; conceiving and creating engaging exhibits; maintaining and interpreting the objects, materials and specimens belonging to or lent to the museum; making recommendations for acquisitions and deaccessions to the permanent collections; performing research to identify the history of the objects in the collection; and publishing monographs, books and other materials(films) based on their research; coordinating programs centered around the John Baker Film Exhibit at the American Jazz Museum.

Curatorial - specific duties include:

- Assisting with archiving, cataloging, researching and interpreting the AJM permanent collection with special emphasis on the John Baker film Collection.
- Assists with creating and installing exhibits; maintaining and interpreting the collection; publishing resource materials based on research.
- Coordination of inspections and making minor repairs on selected films from the collection.
- Making recommendations on the number and priority of films that should be sent for transference and preserved via the digital access.
- Working with the contract Film Historian to develop a series of public programs/film exhibitions culled from the John Baker Film Collection.
- Direct the coordination of the annual John Baker Jazz Film Exhibition.

Interpretation/Tours - specific duties include:

- Assisting Education team in developing and presenting educational tours of the AJM permanent and temporary exhibits.
- Assists in developing and maintaining the AJM Docent Program.
- Assist patrons with questions and concerns in the museum space regarding film times and using exhibit interactive devices.
- Monitors and reports damage or non-operation of museum exhibits.

Qualifications:

- Demonstrated commitment to jazz and working knowledge and appreciation of Kansas City and jazz history.
- Experience in arts administration.
- Bachelor's degree required. Master's preferred
- Excellent oral and written communication skills.
- Excellent organizational and management skills.
- Demonstrated ability to use educational technology.
- Willingness to learn or knowledge of PC and Apple platforms and related business software (Past Perfect Museum Software, Word, Excel, Access, Power Point).
- Evidence of successful experience in working with diverse and international populations.

Hours: Full time

Compensation: Competitive and commensurate with experience

Review of applications will begin May 15, 2009 and will continue until the position is filled. Candidates are encouraged to apply early. Send a cover letter addressing the position including salary requirements, a current resume, and a list of three references to:

American Jazz Museum
1616 E 18th Street • Kansas City, MO 64108
Email: humanresources@kcjaz.org • Fax: 816.784.1111