



OF AFRICAN AMERICAN HISTORY

740 E. 56th Place ▪ Chicago, Illinois 60637
(773) 947-0600 ▪ www.dusablemuseum.org

JOB ANNOUNCEMENT

Position: Collections Manager

Posted: August 1, 2010

Entry Level: No

Job Duration: Indefinite

Job Type: Collections/Curatorial

Min. Education: BA/BS/Undergraduate

Min. Experience: 3-5 Years

Collections Manager:

The Collections Manager is responsible for all aspects of documenting, preserving, protecting, and providing access for over 35,000 objects in the DuSable Museum of African American History. The Collections Manager is charged with the inventorying, cataloguing, and tracking of objects in-house, off-site, and on display, and maintains the updated information into the Collections database. The Collection Manager will work with other members of the inventory team including the registrar, collections interns or other staff members, but ultimately the ownership for performance and maintaining collections' records remains with the Collections Manager.

Benefits: (75%) Medical, Dental, Vision, 4013 (b), Paid Vacation.

Send all information to Annette Thompson, Director of Human Resources:

athompson@dusablemuseum.org or 740 E. 56th Place, Chicago, IL 60637

ESSENTIAL JOB FUNCTIONS (80%):

COLLECTIONS MANAGEMENT

- Responsible for acquisition, registration, cataloging, of the Museum collections
- Oversee the environmental controls and security of collections on display and in storage
- Process incoming and outgoing artifact loans
- Maintains the computerization of collection's records
- Manage collections storage maintenance and object finding aids
- Confer on artifact case arrangements for security and safety of objects
- Work with registrar and librarian/archivist in handling requests for photographic reprints, and retrieving materials in response to research requests
- Identify and contact potential donors, confer with curator on donors.

- Performs daily walk through of exhibit and storage areas to check for security issues including insect/pest presence, environmental concerns such as water leaks, and Administrative maintenance of areas. Communicates finding with Museum Curator and performs follow through if necessary work is to be performed
- Oversee preparation of facilities for upcoming traveling exhibits
- Process all necessary paperwork related to the exhibits such as condition report, damage reports, correspondence with lenders, storage paperwork, etc.
- Compile lists for curator and staff of objects and photographs
- Compile historical information and artifact descriptions on collection objects or photographs for labels or brochures
- Process duplication requests from photo collection when required. Makes arrangements for reprints and enlargements and processes necessary paperwork for requests
- Amend and monitor the Museum's Disaster Preparedness Plan; monitor and mitigate environmental threats to the collections, including integrated pest control management
- Identify conservation concerns and make appropriate recommendations; and work with conservators

ADDITIONAL JOB FUNCTIONS (20%):

ADMINISTRATION

- Coordinate exhibition contracts with vendors, contractor and other organizations
- Train new staff on database, performs data entry, records cleanup and produces reports
- Direct reports: Registrar and Senior Preparator

QUALIFICATIONS

Must have knowledge of American history specifically African American history and culture as well as all aspects of collections management and registration including museum ethics and art/artifact law, art handling, traditional and electronic collections management database systems, object mount making, national and international shipping and insurance, excellent interpersonal skills and institutional team approach and have excellent communications skills. Undergraduate degree in Art History, Museum Studies, or Collections Management preferred, or comparable experience with three to five years experience required (Graduate degree preferred). Knowledge of Microsoft and Web-based software required; experience with collections management systems preferred. Works under the direction of the Curator

Send all information to Annette Thompson, Director of Human Resources:

athompson@dusablemuseum.org or 740 E. 56th Place, Chicago, IL 60637. No phone calls please.