

Title: Museum Collections Manager
Reports to: Director of Museum Collections
Supervises: Volunteers, interns
Status: Exempt, Full time (35 hours per week)
Hours/Days: Hours are 9 a.m. to 5 p.m., Monday through Friday, with some non-traditional hours required for specific projects and events.

Scope of Work:

The museum collections manager is responsible for the safety, security, documentation, preservation, storage, and accessibility of object collections owned and borrowed by the New Hampshire Historical Society, adhering to accepted professional standards and the Society's standards, policies, and procedures.

Responsibilities:

- Ensure the safety, security, and proper storage and display of museum objects (on- and off-site).
- Register and process museum objects (accessioning, cataloging, and digital imaging).
- Manage museum collections records (both paper and digital), including object files, accessioning, cataloging, conservation, deaccessioning, exhibition, loan, research, and other records.
- Manage museum collections database (PastPerfect) and vendor support services; perform a monthly export of PastPerfect records to update the Society's online catalog.
- Move and/or oversee the handling, moving, and transportation of museum objects and other materials.
- Oversee physical access to and proper handling of museum collections.
- Create and manage digital images of museum objects.
- Manage Image Permanence Institute environmental monitoring system; monitor and record climate data in all Society buildings.
- Oversee maintenance and monitoring of collections environments (security, climate, and pest management), and alert the manager of facilities and security of issues or concerns.
- Prepare acquisition and other collections-related reports as required.
- Manage object conservation (in-house and outsourced).
- Coordinate museum object deaccessioning, including arrangements for disposal.
- Prepare objects for exhibition; contribute to exhibition planning, development, installation, and deinstallation; assist with exhibition fabrication as needed.
- Monitor objects on display and assist with maintenance of exhibition furniture and materials, including cases, fixes, and lighting.
- Coordinate and document loans (incoming and outgoing), including scheduling, insurance, packing, transportation, and facilities and condition reports.
- Maintain a working knowledge of the Society's collections to effectively serve staff, researchers, and the general public.

- Respond to requests for information about museum objects, including image orders.
- Oversee care, maintenance, and operation of the Concord Tower Clock.
- Serve as a member of the collections stewardship team, working collaboratively to improve the management of and access to all of the Society's collections.
- Serve as a member of the Society's safety and emergency preparedness committees.
- Respond to requests for technical assistance about museum collections care and management.
- Train and supervise volunteers and interns working on museum collections-related projects.
- Assist with the preparation and management of the museum department's annual and project budgets.
- Monitor museum department equipment, computers, and software.
- Other duties as assigned.

Required Qualifications:

- Minimum of Bachelor's degree in history, art history, American Studies, museum studies, or related field.
- Understanding of principles, ethics, and standards governing collecting institutions.
- Broad knowledge of museum collections care and management.
- Five years professional experience managing the care, preservation, and documentation of museum collections, especially object handling and housing; museum registration and cataloging; collections management software; and loan procedures.
- Knowledge of environmental controls, pest management, security, and risk management.
- Knowledge of best practices related to the digitization of collections.
- Technology competence and proficiency with Microsoft Office Suite, PastPerfect or other collections management software, and Adobe Photoshop.
- Experience with the preparation and installation of objects and printed, manuscript, and special collections in exhibitions.
- Attention to detail; superior planning, analytical, problem-solving, organizational, and project management skills; and the ability to prioritize and manage multiple projects simultaneously.
- Excellent research, writing, and communications skills.
- Independent self-starter with the ability to function as a contributing team member in a project-oriented and shared decision-making environment.
- Ability to lift up to fifty pounds, and perform moderate physical activity including climbing up and down stairs, climbing ladders, kneeling, bending, and standing for extended periods of time.
- Valid driver's license.
- All New Hampshire Historical Society staff are required to be fully vaccinated against Covid-19.

Preferred Qualifications:

- Familiarity with New England history and culture.
- Interest in and knowledge of United States history.
- Familiarity with ResourceSpace or other digital assets management systems.
- Knowledge of intellectual property and rights and reproductions.

- Experience working at a historical society or other institution with museum, library, and archival collections.

Personal Characteristics:

- Finds joy in research, discovery, and learning
- Organized and focused, with the ability to move from detail work to big-picture planning
- Efficient and practical problem solver
- Thrives in an environment of cross-departmental teamwork and collaboration
- Professional, mature, energetic, self-motivated, hands-on, flexible, and friendly

About the New Hampshire Historical Society

Founded in 1823, the New Hampshire Historical Society is the fifth-oldest historical society in the nation and one of New Hampshire’s leading cultural organizations. It is the only institution devoted to saving, preserving, and sharing all aspects of New Hampshire’s history.

The Society has saved and preserved the most extensive collection of objects, archives, books, and research resources related to New Hampshire history that can be found anywhere. Headquartered in the state’s capital city, the Society uses its vast resources to serve thousands of adults and children each year through its library, museum, website, publications, exhibitions, public programs, and youth and school educational programs. In recent years the Society has undertaken major initiatives to serve more people and expand access in three focus areas: increased public programming; accelerated digitization of the collections and expanded access through an integrated online collections catalog; and increased support of New Hampshire social studies teachers and education.

The Society’s key priority programmatic and organizational goals are: to enhance the lives of residents and visitors by fostering a greater appreciation of our common history and culture; to improve the quality of history, civics, and social studies education statewide; and to continue to strengthen the organization’s financial sustainability.

The New Hampshire Historical Society is an independent nonprofit organization that receives no financial support from state government. It is financially strong and has a statewide membership. The Society is governed by a 22-member board of trustees and currently has a staff of 14 full-time and 12 part-time, assisted by volunteers. The Society has been accredited by the American Alliance of Museums since 1985. For more information, visit nhhistory.org.

How to apply:

Send a cover letter, including salary expectations, and resume as a single PDF file to Jonathan Olly, Director of Museum Collections, at jolly@nhhistory.org. Subject line of the email should read: “Museum Collections Manager: [Your Last Name].”

The Society’s employee benefits include paid vacation, holidays, and personal time off; health insurance; short and long-term disability coverage; life insurance; and a matching 403b plan.