

Job Description: Collections Manager

At the Duxbury Rural & Historical Society, the Collections Manager will oversee the preservation, exhibition and management of the three-dimensional objects collection, including fine and decorative arts, industrial tools and implements, archaeological material, and historic clothing and textiles. Along with the Executive Director, the Collections Manager will also serve as an advisor in the management and care of the historic buildings in DRHS's care.

Responsibilities include: ensuring proper care and exhibition of objects; establishing and implementing conservation priorities; preparing the historic houses for public summer season; training house docents and tour guides; developing and installing temporary exhibits; maintaining and improving on permanent exhibits; planning and implementing outreach programs to increase public awareness of the collections of the DRHS; and actively seeking donations of historical objects. This position is also responsible for proper registration of the collections, including cataloguing, accessioning/deaccessioning, loan agreements, and maintenance of the collections database, and will oversee volunteers who work in the collections. The Collections Manager is an advisor and participant on the Collections Committee and provides written material for newsletters, blogs, social media, and the annual report. Other duties or responsibilities may be assigned according to institutional priorities and the decision of the Executive Director, to whom this position reports.

Schedule: this is a year-round, 20 hour-per-week position (part-time, non-exempt), with very good flexibility and a lot of scope and potential. The Collections Manager may adjust his/her schedule to accommodate personal needs, provided it does not negatively impact DRHS operations and with the prior approval of the Executive Director. The position received paid holidays and sick time as outlined in the DRHS Personnel Manual.

Requirements: Bachelor's Degree in art history, museum studies, history or related field; advanced degree preferred. The ideal candidate will possess skills and experience in oral and written communications; he or she will be able to work independently, as well as with a small staff and sizeable volunteer base. At least 3 years museum experience required with experience caring for objects, exhibition creation and database management strongly preferred. Candidates should be proficient with all programs in MS Office, PastPerfect software, have a basic knowledge of photo editing software, as well as social media (Facebook, Twitter, Constant Contact) and Wordpress website management.

Work Environment: work takes place in historic houses utilized as museums as well as offices. Frequently moves artifacts, artwork and records weighing up to 40 pounds within and among the museums, headquarters and archives for various exhibitions and curatorial needs. Regularly ascends/descends multiple flights of stairs to access museum and storage spaces. Once or twice a year accesses historic property on an island for programming and events, which has no dock and requires dismounting small craft into the water and wading

ashore. Outreach programs and special events may require occasional evening and weekend work.

The DRHS welcomes and encourages candidates from Black, Indigenous, and people of color (BIPOC), as well as members of the LGBTQIA+ community. The museum does not discriminate on the basis of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Interested candidates may submit a resume, cover letter/statement of interest, and any other relevant materials to jobsearch@duxburyhistory.org. No phone calls please.