
Auburn University Job Description

Job Title:	Collection Manager	Job Family:	No Family
Job Code:	AB06	Grade 33:	\$39,300 - \$65,500
FLSA status:	Exempt		

Job Summary

Reporting to the Director of Curatorial Affairs, the Collection Manager provides day-to-day handling and maintenance of the Jule Collins Smith Museum of Fine Art's art collection all to expand its impact and grow and enrich the relationship of the museum with its communities, the region, and the state. Maintaining the legal records related to provenance, acquisition, conservation, and exhibitions, the role is a key member of the museum's curatorial unit whose work supports the implementation of the Museum's vision of a highly-creative, outward-facing, visitor-centered institution in service to the university, the region, and the nation that welcomes everyone to explore, experience, and engage with the visual arts.

Essential Functions

1. Establishes and maintains detailed records, legal and otherwise, for the museum's permanent collection, both physically and digitally, overseeing day-to-day object tracking of all works into the collection database. Manages database development for all collection objects, including determining and implementing data entry standards and procedures; timely inputting of data and photography; maintaining a data entry user manual; training and supporting staff users; creating and maintaining user accounts; conducting data entry checks to assure quality assurance; spearheading and participating in data cleaning efforts; and serving as liaison with software representatives. Responsible for system security, digitization of images to be included in the database, creating reports, periodic software upgrades and database system migrations, metadata development and development of database search capabilities and staying current on best practices regarding technology in general and the Museum's collection management system specifically. As necessary, researches collection objects for inclusion in accession records and databases, including provenance research.
 2. Manages and supervises access and in-house movement of artwork for study, exhibition, and research. For study or research, establishes a request and confirmation system to ensure all impacted units are prepared and on track to facilitate. Determines the appropriateness of preparation methods in order to assure safety of artwork and adherence to museum standards. In collaboration with other museum units, facilitates all incoming and outgoing loans and their requisite agreements including exhibition-related movement of collection objects, wellness checks for other campus locations, packing, shipping, and insurance confirmation for collection objects. Ensures adherence to established policies. Determines appropriateness of packing and shipping methods to assure preservation of artwork and museum standards. Interacts with scholarly and museum communities, responding to loan and research requests relating to the collections. Manages and maintains shipping calendars and checklists for touring exhibitions; acts as a touring exhibition liaison to institutions receiving loans from the museum.
 3. In collaboration with other museum units, manages the physical receipt of new acquisition, purchases and gifts-in-kind of art. Initiates all requisite documentation, attends to housing, assigns object numbering, and records all temporary, permanent, and off-site storage locations. Creates and maintains all object files and copyright licensing documentation. Organizes and conducts shipping logistics and donor and vendor packing and crating. Prepares objects for conservation. Coordinates photography of objects. Assists with de-accessioning. Collaborates with other museum units in preparation of documentation and logistics coordination.
 4. Monitors all spaces and environments housing the collection. Maintains current facility reports as requested, including for prospective private and institutional lenders. Completes monthly inventory spot-checks and also maintains a current appraisal of the collection in accordance with the
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collection management policy.

5. Supervises the conservation and preservation of artwork, including managing and coordinating conservation treatments. Establishes object conservation priorities and plans and implements the safe storage of all works in the collection. Assists in preparing proposals and grant applications for initiatives or other special projects such as conservation efforts.
6. In collaboration with other units, particularly Communications and External Relations, manages rights and reproduction and publication requests, responding in a timely manner and uploading all information in the collection management system. Consistently maintains detailed records of all requests and their follow-through.
7. Supervises museum personnel to include student employees, interns, and volunteers performing related work; may participate in the recruitment of volunteers, as appropriate to the area of operation.
8. Performs other duties assigned.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Art History, Arts Education, Education, Museum, Cultural, or Visual Studies, Public Humanities, Cultural Studies, Museum Studies, Library Studies, or related field.
Experience (yrs.)	5	Experience in archiving, researching, documenting and maintaining a museum or special collection within a private collection or an arts and/or culture environment for diverse community audiences.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Thorough knowledge of museum policies, practices, and procedures. Thorough knowledge of Collector Systems database. Extensive knowledge of and experience with collections management and digital asset management systems. Knowledge of nomenclature, metadata standards, best practices in conservation, object handling, insurance, and museum legal and ethical issues. Knowledge of exhibition touring systems and needs to ensure safety of collection objects on loan to outside institutions. Basic knowledge of conservation and preservation techniques and procedures for museum collections. Knowledge of domestic and foreign loan procedures including courier arrangements and travel. Knowledge of research methodology, principles and procedures. Excellent organizational and prioritizations skills. Excellent knowledge of art and art history including identification of specific types of art movements and art works.

Comfortable working on both Windows and Mac platforms. Strong collaborative, interpersonal and communication skills; collegial with demonstrated ability to work effectively with a wide range of constituencies within diverse communities. Excellent database management skills.

Skill in organizing museum archives. Ability to foster a cooperative work environment. Participation in the arts and collection management community. Excellent project management skills. Ability to supervise and train student employees and or interns, including organizing prioritizing, and scheduling work assignments. Ability to manage and ensure compliance with loan arrangements of artworks. Ability to develop, plan, and implement short- and long-range goals. Ability to gather data, compile information, and prepare reports.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

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Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 3/25/2022
