JOB DESCRIPTION

Collections Manager - University Museums

Definition of Class
This is a professional position in which the incumbent performs duties associated with the collection, research, study, preservation, exhibition, and interpretation of objects and artifacts related to the history and curriculum of the University and reflecting the cultural heritage of Oxford, North Mississippi, and the State. Incumbent is responsible for the security of the museums and frequently makes decisions by exercising discretion and independent judgment.

Examples of Work Performed
Prepares and maintains records and inventories of objects within the museums.

Assists in the preservation and conservation plans, which require detailed and specific information on objects that need conservation and repair.

Maintains proper storage and handling techniques which includes knowledge of agents of deterioration, temperature and humidity requirements.

Facilitates exhibitions with the Preparator and lending institutions or artists and maintains an exhibition schedule.

Creates condition reports on all objects-incoming and outgoing exhibitions, incoming and outgoing loans and objects in collections storage.

Maintains and updates Museum’s insurance policies.

Responsible for the environmental conditions within the Museums.

Performs research on objects within the collection upon request from faculty, staff or the public for classroom discussion.

Responsible for packing, unpacking, and shipping of collection objects.

Designs, organizes, and checks emergency and security plans for the museums.

Prepares and executes loan agreements for museum exhibits and objects.

Maintains copyrights and image request for objects and collection in a proper and legal manner.

Trains and supervises student assistants in proper collection management techniques.

Assists in the planning, preparing, curating, research, and design of exhibits.

Assist the Director in writing policies for collections, deaccessions, exhibit and object loans.

Maintains records of all donors, past exhibitions and object files.

Performs similar or related duties as assigned or required.
Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Collects documents, researches, preserves, conserves, loans, and exhibits museum objects and artifacts.
2. Ensures security and environment of museums.
3. Trains and supervises student assistants in collections management.
4. Designs emergency plans for museum integrity, visitor's safety and object preservation.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 100 pounds.

**Vision:** Requirements of this job include close vision and color vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit; use hands to finger, handle or feel objects, tools or controls; stoop, kneel, crouch or crawl; and reach with hands and arms. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; and climb or balance.

Experience/Educational Requirements:

**Education:** Bachelor’s Degree from an accredited four-year college or university in Art History, History, Anthropology or a related field. AND

**Experience:** Two (2) years of experience related to the above described duties.

Substitution Statement: Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview. Rev. 04/01/2015

The University of Mississippi is an EOEA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.