Museum Collections Manager

Job Announcement

The Mesa Historical Museum, a nonprofit historical and educational organization headquartered in Mesa, Arizona, seeks a museum collections manager to oversee the care, preservation, and documentation of its museum collections.

The museum collections manager is the primary staff member charged with maintaining the Museum’s collections and the records that document them. The museum collections manager works with the staff, interns, and donors to ensure that the museum collections are properly documented, stored, and displayed, whether at the Mesa Historical Museum or another venue. The museum collections manager plays an important role in establishing and achieving goals to improve the care and preservation of and access to the museum collections.

Major duties include:

- Managing proper documentation of the museum collections including accessioning and deaccessioning, cataloging, inventories, and other records
- Maintaining the collections management database (Past Perfect) and object files
- Ensuring proper care and preservation of the museum collections by managing the museum collections storage rooms, environmental conditions data and analysis, curatorial housekeeping, and conservation projects
- Contributing to exhibition planning and installation, including overseeing incoming and outgoing loans.
- Respond to research and other inquiries from the public, city government, etc.
- Coordinate with other institutions (museums, historical societies, foundations, etc.) regarding research and object loans for exhibits
- Assist with Museum events and operations as necessary and other duties as assigned.

Qualifications

Required:
Bachelor’s degree in history, art history, museum studies, or a closely related field; professional experience managing collections in a museum; environment; knowledge of collections management standards and best practices; demonstrated experience managing the care, preservation, and documentation of museum collections; excellent project management skills; the ability to perform moderate physical activity, such as climbing ladders, lifting, kneeling, and standing or walking for extended periods of time; being organized, detail-oriented, able to work independently and take initiative, an effective writer.

Salary and Benefits
This is a mid-level position at 28 hours weekly on the professional staff of the Mesa Historical Museum. Benefits include paid annual and sick leave.

To Apply: Send a resume and cover letter by email to:
Susan Ricci
Executive Director
exec@mesamuseum.org