

Collections Manager

Salary Range: \$51,400 – \$65,000	FLSA: Exempt/Salary	Updated: 4.2023
Work Schedule: Monday – Friday including some weekends and evenings due to events	Work Hours: 8am to 5pm with some flexibility	

ABOUT THE NATIONAL COWBOY & WESTERN HERITAGE MUSEUM: The National Cowboy & Western Heritage Museum is a 501(c) (3) non-profit organization accredited by the American Alliance of Museums (AAM). Home to one of the nation’s foremost collections dedicated to historic and contemporary Western and American Indian art and material culture, the Museum has served the public since its opening in 1965. The Museum Campus is situated on nearly 37 acres atop the Persimmon Hill District in rapidly growing and affordable Oklahoma City, the state’s capital, and largest city. It includes the main 228,000 square foot building housing multiple galleries and interpretive areas, the Donald C. & Elizabeth M. Dickinson Research Library and Archive, and the Sam Noble Special Event Center, in addition to sculpture gardens, event grounds, and ample parking. This iconic cultural and educational institution has seen nearly 12 million visitors from across the nation and globe over its first half-century of operation and remains one of Oklahoma’s and the region’s primary tourist destinations. Entering its next half-century, the Museum now embarks upon an ambitious multi-year plan to establish itself as the preeminent cultural and educational institution dedicated to the American West and its place within the broader national identity and culture.

MISSION STATEMENT: The National Cowboy & Western Heritage Museum preserves and interprets the evolving history and cultures of the American West for the education & enrichment of its diverse audiences of both adults and children.

SUMMARY: The Collections Manager of the National Cowboy & Western Heritage Museum will work closely with the museum’s Registrar to oversee the long-term care of the permanent collections both in storage and on exhibition, including direct care, condition, storage, exhibition, physical shipping, integrated pest management, and access. This position is responsible for tracking and monitoring environmental requirements of all permanent museum collections that enter, leave, are stored, or exhibited on the museum’s property. Under the supervision of the Chief Curatorial Officer and in close collaboration with the Registrar, the collections manager will ensure adherence to all collections-related policies, procedures, and best practices.

ESSENTIAL FUNCTIONS:

- Manage and perform aspects of direct collections care, working to identify and address conservation and preservation needs. Conducts condition assessments and recommends necessary conservation/preservation projects and procedures.
- Maintains, tracks, and monitors safe physical environmental requirements for all collections, including security, climate control, lighting, housing materials, IPM, and appropriate storage and display conditions; proposes solutions to problems as they arise.
- In collaboration with the Registrar, manages all handling and movement of permanent collections, monitors installation/deinstallation, housing and storage, and physical access.
- In collaboration with the Chief Curatorial Officer and the Registrar, assesses and updates collections-related policies and procedures as needed.
- Is integral to the development and implementation of a plan to utilize high density storage and improve infrastructure of collection storage areas.
- Oversees Integrated Pest Management System. Works with Facilities staff & Pest Control Vendor on integrated pest management (IPM) for museum & storage areas.
- Selects, hires, trains, schedules, and supervises personnel, interns and volunteers participating in acquisition, cataloging and storage of collections.
- Facilitate collections photographic requests as necessary.
- Assists researchers and VIP tours within collections storage areas as necessary.
- In conjunction with Registrar & Exhibits Coordinator, manage aspects of outgoing and incoming loans, items moving in and out of storage/on and off exhibition, and items deaccessioned from the collection.
- Prepare and maintain budget for acquisition of supplies and materials for collections management.
- Works with curatorial staff to ensure professional standards and best practices in collections management, documentation, and general collection's care.
- Assists Registrar with the preparation of art and artifacts for incoming and outgoing loans.
- Assists Registrar, Curators, and Exhibit Prep Team with preparation of art and artifacts for exhibition.
- Assists Registrar with aspects of cataloguing of art and artifacts into the collections database.
- Performs other duties as assigned.

QUALIFICATIONS:

- Master's degree required in relevant discipline (Museum Studies, MLS, History, Anthropology, Art History).
- Minimum 7 years hands on, professional museum collections experience, with knowledge of both 2D and 3D collections.
- Knowledge of the art, history, and culture of the American West is a plus.
- Committed to AAM standards and practices in collections management and exhibitions.
- Knowledgeable of emerging trends in the museum field.
- Strong attention to detail and accuracy.

- Critical thinking skills and excellent oral and written communication skills.
- Ability to work well with others and maintain professional manner using tact, initiative, good judgment, and confidentiality.
- Deadline driven and ability to prioritize competing tasks, while maintaining efficiency.
- Advanced computer skills, proficiency with Microsoft Office.