

Principal Archivist / Dickinson Research Manager

Salary: \$57,000-\$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.

ABOUT THE POSITION: The Principal Archivist / Dickinson Research Manager will supervise Dickinson Research Center (DRC) staff and manage the accessioning, storage, preservation, record keeping, and access to the library and archival holdings of the DRC of the National Cowboy & Western Heritage Museum. This position will assess, identify, and implement strategies for the cataloguing and preservation of all DRC collections, both physical and digital, while ensuring professional standards and industry best practice in museum archives collection management. Working collaboratively with curatorial and education department staff, the lead archivist of the DRC will implement diverse and effective avenues for showcasing DRC materials to the general public as well as to institutional stakeholders.

ESSENTIAL FUNCTIONS:

- Oversees accessioning, storage, preservation, cataloging, record keeping, access and other matters associated with the library and archival holdings.
- Supervises staff members, interns, and volunteers assigned to the DRC.

- Collaborates with DRC staff to regularly assess and make recommendations for preservation and conservation of DRC collections.
- Provides support to the Chief Curatorial officer for the administrative and budgetary needs of the DRC.
- Oversees the digitization of permanent collections for database, Google Cultural Institute participation, and Museum website.
- Oversees policies and procedures related to the preservation of and access to library and archival materials.
- Assists curatorial staff with consultations on available DRC collections for exhibit projects.
- Works with DRC staff to ensure professional standards and best practices in collections management, documentation, and general collection's care.
- Assist Curators in the coordination of the semiannual Keith Brodtkin Contemporary Western Artist Collection exhibitions.
- Upon request, presents lectures and tours of the DRC vaults to docents, visitors, and special groups.
- Assists Chief Curatorial Officer and Development Department with applications and reporting for the annual Dickinson Foundation Grant.
- Assists curators with identifying and building relationships with potential donors (individuals and companies) of appropriate materials.
- Collaborates with curators to make recommendations for DRC collection acquisitions and donations.
- Collaborates with Registrar, Collections Manager, Curators, and other curatorial staff to ensure robust representation of DRC materials in exhibitions as well as in collections management planning and policy.
- Performs other duties as assigned.

QUALIFICATIONS:

- Master's degree required in relevant discipline (LMS, museum studies, history, art history).
- Minimum 7 years museum collections experience, with knowledge of both 2D and 3D collections care.
- 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.