

Collections Specialist with Archival Focus

Report to: Collections Manager	Status: Full Time/Exempt	Salary Range: \$48,000 - \$55,000 based upon experience
Days/ Times: M-F / 8am to 5pm with some weekends and evenings based upon events		Created: 2.20.2025

The Donald C. & Elizabeth M. Dickinson Research Center (DRC) houses the Museum's archival collections and research library inside the National Cowboy & Western Heritage Museum. The Museum is looking for a forward-thinking and flexible person who understands the need to quickly but accurately process collections, trains interns, collections staff and volunteers to assist in processing the collections and works collaboratively with multiple departments who have an interest in getting our collections processed.

The Collections Specialist/Archivist II, under the direction of the Collections Manager, is the primary archivist and will manage and provide access to the DRC's collections according to Museum policies and procedures. They will assist with collections arrangement and description of legacy and incoming acquisitions, creates finding aids, and implementation of collections management and preservation practices. This position must collaborate closely with collections and IT staff to develop and implement digitization projects, digital asset strategies and metadata input to be included in the institution's digital asset management system.

The applicant for this position must be able to think critically, creatively and out of the box to find the best solutions to process the DRC's collections in a timely manner. In addition, the Collections Specialist/Archivist II must assist and maintain the metadata strategy for research and general searches for the Museum's Digital Asset Management system.

RESPONSIBILITIES

- Work with the Collections Manager to create a long-term collections processing plan and priorities.
- Inventories, assesses, arranges, and describes archival collections to facilitate easy access and retrieval.
- Contributes to the Dickinson Research Center in the digitization process, cataloging collections, maintaining archival databases and research activities.
- Enters accession and resource record information into ArchivesSpace for legacy and newly processed collections following DACS guidelines.
- Participates in the development and implementation of complex digitization projects for large photographic and archival collections.
- Continues to assist with the DRC's new DAMS.
- Creates and updates records relating to collections, including accession records, processing plans, inventories, and usage statistics.

- Find, trains and manages volunteers and interns to help process the backlog.
- Digitizes art, documents and photographs to Museum standards, to ensure their preservation, and easy accessibility.
- Conducts research to authenticate documents and ascertain their origin.
- Assist Collections Manager with the Integrated Pest Management in the archives vault.
- Monitors the conditions and assuring cleanliness and safety in all storage areas, workspaces, and other spaces where the collections materials are housed.
- Works with donors, staff and maintains professional manner using tact, initiative, good judgment, and confidentiality.
- This position must work in collaboration with the reference librarian to complete research requests from the general public and internal staff.
- May assist researchers by locating archival materials in the DRC Vault, providing them with access to documents in the research center, if the Reference Librarian is unable.
- Assists with onsite Museum events and gives tours of the Dickinson Research Center.

QUALIFICATIONS NEEDED

- Master's degree in Museums Studies with an experience in archives or records management or similar degree.
- 3+ years of work experience in museum collections, archives, or special collections.
- Knowledge of the art, history, rodeo and culture of the American West, preferred.
- Experience preserving, arranging, and describing archival collections.
- Ability to apply the standards outlined in Describing Archives: A Content Standard (DACs) as well as experience applying other descriptive and metadata standards.
- Knowledge and use of current best practices in museums and archives profession.
- Familiarity of PastPerfect, ArchivesSpace, or other museum/archival collections management databases, preferred.
- Proficient with scanning art, documents and photographs to ensure their preservation and easy accessibility.
- Amenable to learning new museum and archival principles, practices and skills.
- Ability to lift 40 lbs. boxes, bend, squat, climb ladders, and kneel.
- Must be able to work with a diverse group and support a congenial and collective atmosphere.
- Sense of humor.
- Self-motivated and works with minimal supervision.
- Excellent written and verbal communication skills including public speaking.
- Uses critical thinking and problem-solving skills.
- Strong attention to detail and organizational skills.
- Ability to multitask and switch tasks as needed.
- Prioritizes daily tasks and projects to maximize efficiency.

How to Apply: Send your resume and cover letter to swebb@nationalcowboymuseum.org
Please put "Collections Specialist" plus your name in the subject line.