

Job Opening:

The Meeteetse Museum District is seeking a highly qualified individual to serve as Collections Manager at the Meeteetse Museums, located in northwest Wyoming, 85 miles from Yellowstone Park. The Meeteetse Museums consist of the Charles Belden Museum of Western Photography, the Meeteetse Museum, and the First National Bank Museum (which is listed on the National Register of Historic Places).

Position:

The Collections Manager, under the supervision of the Museum Director, will be responsible for the management of the museums' collections and collections programs in accordance with accepted industry standards. The position will be full-time. No overtime will be required. Starting salary is \$30,000 per year.

Duties:

Major duties include, but are not limited to: taking inventory of the collections, registering, accessioning, and de-accessioning objects; cataloging; database management; re-housing the collections; maintaining the physical well-being of the collections; responding to public requests for information; processing contracts relating to the collections; writing collections-related grants; developing and following a collections plan and collections policy; establishing and carrying-out an Integrated Pest Management (IPM) and environmental monitoring program; periodically developing and conducting presentations relating to the collections; conducting collections-related research; curating exhibits; and chairing the Collections Committee. A number of processes are ongoing at Meeteetse Museums. The Collections Manager will oversee or lead these processes. They currently include: reconciling paperwork with objects; overseeing the reorganization of the vertical file; accomplishing the tasks recommended following the 2015 Museum Assessment Program (MAP) site visit, which focused on collections management; and leading the effort toward museum accreditation. The Collections Manager will directly supervise staff and volunteers as stipulated by the Director and only when they are working on programs and/or other activities that specifically relate to the management of the collections. Because the former First National Bank building is listed on the National Register, the Collections Manager, together with the Museum Director, will oversee the maintenance and integrity of this significant structure.

Qualifications:

The ideal candidate will possess the following:

- minimum of two years experience as a collections manager (or related position) at a museum or similar facility (collections management training acquired in a museum studies or related program may be substituted for experience)
- minimum of a bachelor's degree in museum studies or a related program from an accredited institution; a Master's Degree is preferred
- knowledge of, and ability to put into practice, established collection management methods, techniques, and procedures
- thorough knowledge of and experience using PastPerfect software
- experience using equipment and software regularly used by collections managers (digital scanners, Photoshop, Excel, PastPerfect, etc.)

- knowledge of curatorial and conservation issues and techniques relating to museum collections management, including current best practices
- knowledge of digitization techniques is a plus
- excellent written and oral communication skills
- ability to climb ladders, lift up to 50 pounds, and climb stairs multiple times each day (sometimes while carrying objects)

To apply:

Please e-mail a letter of introduction, your resume, and contact information for three professional references to: director@meeteetsemuseums.org. All materials must be received by 5 p.m. Mountain Time on August 26, 2016, to be considered.