**The Collections Manager II, Anthropology** is responsible for the physical care, maintenance, and preservation of the Anthropology collection with an emphasis on Ethnography. A portion of this work will be dedicated to innovating and/or implementing modern storage techniques within the collection and increasing the visibility and utility of the collections, in part by making the collections data available in an electronic format. Additional work focused on repatriation is expected. Requests for loans and data will be handled in a timely manner with appropriate documentation. Collaboration with internal and external curators and conservators will be undertaken to propose, develop and apply for grants related to collection care and/or data management. Outreach will include roles within the larger museum community, including development, marketing, and media requests and internal public lectures. Service is expected to be at a high level both within the museum and within the disciplinary community, and professional development activities will be undertaken to further knowledge of collection stewardship.

**Education and Experience:**

* The successful candidate will have a Master’s degree or equivalent experience in a field related to museum studies, ethnographic, or anthropology with at least two years of work experience involving day-to-day management of anthropology collections including physical care, maintenance and preservation, and data and records management.
* Evidence of effective public engagement and project management is preferred.
* A proven track record of improvement, development, promotion and maximized use of collections is preferred.
* Knowledge of NAGPRA and a desire to grow community partnerships is expected.

**Knowledge, skills, and abilities:**

* The candidate will have a strong knowledge of both anthropological principles and techniques, procedures, best practices, and professional standards.
* Extensive work in collection stewardship involving cultural material handling and data management is expected.
* Collection managers must have the ability to both work independently and supervise volunteers and/or student workers on large, iterative tasks over lengthy periods of time.
* Necessary computer skills include word processing, spreadsheets, data entry, and database growth and maintenance.
* Collection managers must be able to work collaboratively and must establish and maintain cooperative working relationships with co-workers, external partners, and the public.
* The collection manager must have the capability to identify and prioritize needs within the collection, propose solutions to meet those needs, and collaborate with internal and external partners to develop and apply for grants related to collections care and data management

**Physical Requirements:**

* While performing the duties of this job, the employee is frequently required to walk, sit, talk, and listen.
* The employee is often required to use hands to handle cultural materials and operate tools or controls and use arms to reach. Drawers to be manipulated (if present in the section) will be located up to 96 inches high (employee may use step stool or ladder). The employee is required to climb (stairs, ladders, stepstools) or balance, stoop, kneel, crouch, or crawl.
* The employee performs duties in a wide variety of settings including office, collection area, and public galleries. The noise level in the work environment will vary accordingly.
* The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Principal Accountabilities:**

* Maintenance, organization, and growth of the collection: For the existing collections (including archives and library materials), collection managers must maintain a complete database of all specimens/objects and monitor their storage conditions, including but not limited to temperature and humidity levels, pest infestation, and cleanliness.
* Collection Manager must also handle the receipt and cataloging of new specimens.
* Collection Manager must also be familiar and comply with the museum collections management policy.
* Collaboration with curators and conservators should be undertaken to propose, develop and apply for grants related to collection care and/or data management.
* Collection Manager is expected to develop, implement, and train others in best management practices for direct care of collections.
* Collection Manager may also be responsible for managing the budget associated with direct care of their collection.

**Data management:**

All specimens should be recorded, and records should be complete and clear. A complete inventory of the collection should be maintained. A significant amount of effort must be dedicated to increasing the visibility and utility of the collections, in part by making the collections available in an electronic format.

**User services:**

Requests for loans and data must be handled in a timely manner with appropriate documentation.

**Service and professional development:**

Both internal (e.g., section administration, support for activities in other departments – including exhibits, committee work) and external service (e.g., professional society membership and officer positions, consultations, peer review) is expected be at a high level. Professional development activities must be undertaken to further knowledge of collections management.

**Outreach:**

Includes roles within the larger museum community, including development, marketing, and media requests and internal public lectures.