

Hancock Historical Museum

Archives & Collections Manager Job Description

The Archives & Collections Manager is responsible for the preservation, documentation, care, and management of the museum's artifact and archival collections. This position ensures that collections are maintained according to professional museum standards and are accessible for exhibitions, research, and educational use.

The Archives & Collections Manager serves as the museum's steward of its collections, ensuring their long-term preservation for future generations.

The Archives & Collections Manager is a part-time position that reports to the Executive Director.

Job Duties:

Collections Management

- Accession and catalog artifacts and archival materials.
- Maintain accurate collections records and database.
- Process incoming donations and associated documentation.
- Coordinate deaccession documentation as approved.
- Maintain location records for all collections.

Archives Management

- Process manuscript and archival collections.
- Arrange and describe archival materials.
- Develop and maintain finding aids.
- Assist researchers using archival collections.
- Coordinate digitization priorities.

Preservation

- Monitor environmental conditions in collections storage and exhibit spaces.
- Recommend conservation treatments.
- Implement preventive conservation practices.
- Maintain archival-quality storage materials.
- Conduct regular inventories and condition assessments.

Collections Access

- Prepare artifacts for exhibition.
- Ensure proper handling and movement of collections.
- Oversee collections storage organization.
- Coordinate outgoing and incoming loans.

Compliance

- Maintain accession records.
- Ensure adherence to museum collections policies.
- Maintain insurance documentation as assigned.
- Support emergency preparedness for collections.

Collaboration

- Work closely with the Curator to identify appropriate objects for exhibitions.
- Advise on conservation concerns related to exhibit design.
- Coordinate exhibit object preparation and installation.
- Supervise collections and archives volunteers.
- Work closely with the Executive Director to support the museum's strategic goals.

Qualifications & Skills

- Bachelor's degree in Museum Studies, Archives, Library Science, History, or a related field required; master's degree preferred.
- Experience managing museum collections or archives preferred.
- Knowledge of museum registration practices and archival standards.
- Familiarity with collections management software.(CatalogueIt experience is a plus)
- Strong organizational and record-keeping skills.
- Attention to detail and commitment to professional museum ethics.
- Ability to work independently and collaboratively.

Physical Requirements

- Ability to lift up to 30 pounds.
- Ability to stand, bend, climb ladders, and assist with exhibit installation.
- Ability to safely move and handle museum artifacts.

Shared Responsibilities

The Archives & Collections Manager works collaboratively with the Curator on:

- Exhibition planning
- Artifact selection
- Incoming donations
- Collections Committee recommendations
- Grant-funded collections initiatives
- Institutional planning
- Collections policy development

About the Hancock Historical Museum

The Hancock Historical Museum is a 501(c)(3) nonprofit organization dedicated to preserving and sharing the rich heritage of Hancock County. Through exhibits, educational programming, and community events, the museum inspires appreciation for local history and fosters meaningful connections across generations.

How to Apply

Interested candidates should submit:

- A resume
- A brief cover letter in ones own words describing interest and relevant experience.

Send materials to:

Abigail Inbody - ainbody@hancockhistoricalmuseum.org

Executive Director