
Title of Position *	Collections Manager
Institution *	Tyler Museum of Art
Position Location: City & State *	Tyler, Texas
Position Closing Date	

About the Institution

The Tyler Museum of Art exists as an educational and cultural center to enrich the lives of East Texas citizens and visitors through the collection, preservation, study, exhibition, interpretation, and celebration of the visual arts.

The TMA is accredited by the American Alliance of Museums and a participant in the North American Reciprocal Museum Association (NARM).

Institution Website Address

Summary of Responsibilities

The Collections Manager is responsible for managing the Museum's permanent collections, maintaining collection records, overseeing movement, packing and shipping of collection objects, arranging for insurance and preparing collections-related grant applications.

The Collections Manager facilitates online access to the collection for the Museum's professional staff, scholars and researchers, provides access to collection records on site and maintains the collection database.

The Collections Manager also coordinates all incoming and outgoing exhibitions, provides for the proper handling, packing, crating, transport, insurance and installation of exhibitions, processes related paperwork and assists in the installations and de-installations of exhibitions.

ESSENTIAL FUNCTIONS:

1. Provide for the daily management of the permanent collection and the maintenance and updating of the collection files, the collection database, responses to inquiries about the collections, and handling of all accession and loan agreements, including deeds of gift, loan forms, packing, shipping, and insurance arrangements.
2. Coordinate procedures for incoming and outgoing loans, shipping, packing and insurance arrangements for the permanent collection and temporary loans and exhibitions and prepares all necessary documents relating to this activity. Maintain visual records of collection (slides, transparencies, prints and digital images).
3. Implement the Museum's Collection Management Plan, Policies and Procedures.
4. Work closely with the Curator on the administrative and registrarial aspects of exhibitions, as well as assisting with exhibition production.
5. Conduct and maintain a periodic physical inventory of collections and ensures on a regular basis that inventory is current.
6. Assists in the preparation of the department budget and is responsible for performance of approved budget.

7. Monitor physical condition and movement of collections and exhibitions, identifies conservation needs, monitor storage areas and galleries for security and environment.

Required Qualifications

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

1. Excellent written and oral communication skills.
2. Good organizational skills with close attention to detail.
3. Problem-solving and analytical skills.
4. Sound knowledge of museum registration methods, cataloguing, conservation and storage practices, legal and insurance issues, and procedures governing rights and reproductions; keep abreast of and work closely with the Museum curator to maintain up-to-date professional practices for museum registration methods and of legal issues related to collections management.

QUALIFICATIONS:

1. Three years' experience working in the registrar's department of an art museum.
2. Bachelor's degree in museum studies, art history, cultural studies or related field. Or, in lieu of the above, acceptable combination of college degree and/or job experience.

Compensation

Salary commensurate with experience

Apply at this Website:

Apply with this email:

cmleahy@tylERMuseum.org

Special Instructions to Apply:

Applicants should submit a cover letter and resume to cmleahy@tylERMuseum.org. No phone calls, please.
