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<b>Title of Position *</b>	Collections Manager
<b>Institution *</b>	Brownsville Historical Association
<b>Position Location: City &amp; State *</b>	Brownsville, Texas
<b>Position Closing Date</b>	

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**About the Institution**

With 70 years of service, the Brownsville Historical Association is dedicated to serving the local community and creating opportunities for every resident to learn about, participate with, and come to an appreciation of the connection between our history and cultural art. We are able to serve the community through our various museums and research center. Our Association covers nearly every aspect of Brownsville and the Rio Grande Valley's history and culture.

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**Institution Website Address**

<http://www.brownsvillehistory.org>

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**Summary of Responsibilities**

The Collections Manager is responsible for the day-to-day management of the Museum's collection. This includes the development and maintenance of the record systems (physical and digital) and is responsible for the storage systems of the collection. Responsibilities cover logistics and paperwork of all accessions, de-accessions, and incoming and outgoing loans.

Working closely with the Executive Director, the Collections Manager will work to coordinate all activities related to material culture research, collections development, interpretation, documentation, and preventative conservation.

Duties include, but are not limited to:

- Creates and maintains legal documents, histories of use, and physical histories of permanent collections objects and/or specimens; keeps legal forms and acknowledgment; keeps permanent collections catalog and files (acquisition, accession, provenance); keeps loan agreements, conservation, condition, publication records; organizes and implements inventory projects; coordinates/assists with computer projects; inputs and updates collection data into museum's PastPerfect database as needed; disseminates information as needed to other departments and researchers. Maintains archives, Manages photographic services, Plans and organizes the selection, acquisition, research, interpretation, and exhibition of collections and related materials.
  - Researches the history, authenticity, and provenance of objects in the collections.
  - Along with the Executive Director, conducts the search for new acquisitions for the Museum's collections.
  - Seeks objects for loan from other institutions where needed for exhibitions.
  - Oversees the long term care of the collection.
  - Handles directly, or sets up system for responding to, specific technical inquiries regarding the collection or general inquiries from the public.
  - Manages and assists in selected special projects and performs other related duties, as assigned.
  - Directs and mentors interns on research projects.
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**Required Qualifications**

Minimum of a B.A. in History, Public Administration, Museum Studies or related humanities field (Post-graduate degree in Museum Studies strongly preferred);

- Minimum of 2 years of collections and records management related museum experience;
- Required knowledge of current museum practices and techniques of collections management, including registration, exhibition, and preservation; object care and handling; industry standard research and cataloging methods; computer literacy and records management;

- Required experience with current versions of Microsoft Office Suite and PastPerfect Museum Software;
- Must be detail-oriented with excellent organizational and research skills;
- Must be a self-starter with the ability to work on multiple projects with little or no supervision;
- Must have good work ethic, strong interpersonal skills, and the ability to work both independently and collaboratively to achieve departmental and institutional goals.

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**Compensation**

Salary commensurate with experience.

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**Apply at this Website:**

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**Apply with this email:**

[tputegnat@brownsvillehistory.org](mailto:tputegnat@brownsvillehistory.org)

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**Special Instructions to Apply:**

Please send cover letter and resume attention to: Executive Director,  
Tara Putegnat.

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