



COLLECTIONS MANAGER

Location: Wisconsin Maritime Museum: 75 Maritime Drive, Manitowoc, WI 54220

Job Title: Collections Manager

Job Type: Full-time (40 hours per week) non-exempt

Compensation: \$24/hr with full benefits available

Reports to: Executive Director

Application Deadline: March 22, 2024

BACKGROUND:

Collections Manager at the Wisconsin Maritime Museum performs and manages essential museum-related collections and management tasks. Designated as the state's maritime museum, the Wisconsin Maritime Museum cares for a collection of over 20,000 objects. In addition, the collection includes 60,000 photographs, 7,000 books, 15,000 periodicals, 9,000 blueprints, and a large manuscript collection. It is one of the largest maritime collections on the Great Lakes and reflects the museum's mission of documenting the role of Wisconsin in maritime history.

POSITION DESCRIPTION:

Responsible for the care, accessioning, cataloging, and general management of museum collections. Assists the public and museum staff with research and the study of museum collections. Assists the museum in formulating policy that affects collection management. Supports and implements the institutional goal of increasing public access to, and relevance of, museum collections and curatorial research. Trains and manages collections volunteers. Reports to the WMM Executive Director.



POSITION DUTIES & EXPECTATIONS:

General Collections Management

- Develop and maintain policies, procedures, and best practices for the care, handling, and documentation of the museum's collection.
- Work collaboratively with the Submarine Curator to catalog and rotate artifacts aboard the USS *Cobia* submarine.
- Oversee the acquisition, deaccession, and registration processes, ensure compliance with legal and ethical standards.
- Oversee collections-related budgets in coordination with the Director / Chief Curator.
- Facilitate collections integration into exhibit planning and execution.
- Facilitate the Board of Trustees Collection Committee Meetings and supervise the preparation of all documents for the meeting.
- Make recommendations on potential incoming acquisitions based on internal storage capacity and ongoing stewardship.

Documentation and Research

- Conduct and supervise collections research and documentation.
- Facilitate and support WMM collections-based research requests from scholars, curators, and the public.
- Add documentation to the collection management system (PastPerfect) to make existing research and documentation easily accessible.

Registration and Record Management

- Supervise all registration activities related to the collection.
- WMM collections database, including maintaining and updating records and providing staff with training in system use as needed.
- Work with a website team to maintain a collection presence online.
- Supervise fulfillment of reproduction requests, including rights and reproduction.
- Work with the Director and Curators to review and facilitate loan requests.

Compliance and Ethics

- Stay informed about industry standards and legal requirements related to museum collection management.
- Uphold ethical and professional standards in all collection-related activities.

Collections Care

- Conduct and oversee locating, pulling, and displaying objects and documents for research.
- Conduct and oversee safe handling of collection objects. Manage handling, packing, and transportation of collections for exhibitions and loans.

Storage

- Ensure proper housing and storage of collection objects.
- Identify areas of the collection that are not stored in a manner that meets best practice and systematically upgrade their housing.
- Work collaboratively in planning and logistics with the ongoing collections storage upgrade project at the Wisconsin Maritime Heritage Center (Manitowoc).

Conservation

- Be aware of and maintain preventative conservation best practices to monitor and maintain appropriate environmental conditions and pest management protocols.
- Serve as liaison to, and work closely with, the Wisconsin Historical Society's conservation and collection care staff, who work in partnership with the Wisconsin Maritime Museum as a state repository for salvaged submerged cultural resources.

Team Management

- Provide team supervision, including training and leadership, to the Collections team part time staff and volunteers.
- Maximize educational possibilities for summer student assistants, ensuring that they are assigned tasks that align with their interests and goals whenever possible.

MINIMUM CONSIDERATIONS

- A minimum of 3 years of museum collections management and/or care experience or an equivalent combination of education and professional experience.
- Demonstrated knowledge of professional practices in collection management.
- Excellent interpersonal skills and positive attitude that supports department and museum goals.
- Ability to support team and management decisions in a positive, professional manner.
- Demonstrated ability to teach, mentor, and oversee work-study students, interns, and volunteers.
- Self-directed with high ability to take initiative and anticipate actions needed; ability to exercise discretion, maintain confidentiality, and be a team player in an active museum environment.
- High attention to detail and excellent time-management and problem-solving skills. Demonstrated ability to establish and maintain effective relationships with key donors, colleagues, peers, and the public.
- Working knowledge of collection management databases (PastPerfect preferred).

ADDITIONAL DESIRED EXPERIENCE

- Masters Degree in Museum Studies, Maritime History, a related field, or relevant combination of education and experience.

- Demonstrated expertise, including handling and storing, in one or more areas of focus of WMM collections (for example: photographs, works on paper, maritime objects, maritime archaeological materials).
- Experience in collaborating or devising preventative conservation plans as it relates to collections care.

ABOUT THE MUSEUM

Our mission is to connect all people with Wisconsin's waterways, by engaging and educating the public about the Great Lakes, Wisconsin's maritime history, Wisconsin's World War II submarines and USS *Cobia*. The Wisconsin Maritime Museum was founded more than 50 years ago as a small submariners' memorial that would recognize Wisconsin's contributions to WWII efforts. Since then, we've grown to be one of the largest maritime museums in the Great Lakes region, with exhibits on shipwrecks, maritime industry, ship models, art and more. The institution is accredited by the American Alliance of Museums.

COMMITMENT TO DIVERSITY, EQUITY, ACCESSIBILITY & INCLUSION

The Wisconsin Maritime Museum is an equal opportunity employer and does not discriminate based on race, gender identity, age, class, sexuality, religion, ability or national origin. WMM is committed to advancing equity and diversity both in the organization and in the museum field. We welcome applications from BIPOC (Black, Indigenous, People of Color) candidates, people with disabilities, LGBTQ+ individuals and others with experience in meaningful diversity, equity, inclusion and accessibility engagement.

ABOUT MANITOWOC

Located along the western shore of Lake Michigan, Manitowoc is a vibrant community of nearly 40,000 residents with a thriving downtown filled with unique restaurants and business. The city is 90 minutes north of Milwaukee and 40 minutes south of Green Bay. Shipbuilding has played a role in Manitowoc's past from the schooners of the 19th century, to the world-class, luxury yachts built by the Burger Boat Company of today. Stroll the riverwalk to the lake and watch freighters move tons of materials in and out of our hard working port.

INQUIRIES AND APPLICATIONS

Please send a cover letter and CV/resume to WMM Business Manager, Amy Fettes.

afettes@wisconsinmaritime.org

APPLICATION DEADLINE: March 22, 2024