



ARCHIVES & COLLECTIONS MANAGER

Position, Duties & Responsibilities

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

Job Title: Archives & Collections Manager

Reports to: Executive Director

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

Compensation: \$22-24/hr. with full benefits

Application Deadline: October 25, 2026

BACKGROUND:

The Archives & Collections Manager at the Wisconsin Maritime Museum performs and manages essential museum-related collections and management tasks. Designated as Wisconsin's official maritime museum, the Wisconsin Maritime Museum cares for a collection of over 20,000 three-dimensional 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:

The Archives and Collections Manager oversees comprehensive museum collection management, including artifact care, accessioning, cataloging, and database maintenance, while advising on collection management policies. Directs collections and archives volunteers, supports curatorial research and exhibit preparation. Fields public and interdepartmental research inquiries to expand collection access and engagement.

POSITION DUTIES & EXPECTATIONS:

- Maintaining WMM's collections policy documents. Prepare materials for several incoming loan renewals. Routine inventorying, and monitoring the materials both at the museum and at the Wisconsin Maritime Heritage Center. Clean artifacts in the galleries as needed.
- Answering general inquiries in a timely manner about maritime history, shipwrecks, historic watercraft, etc. as well as the history of the museum, items that used to be on exhibit, old programs, and general requests for information.
- Providing collections related information to other departments as needed, for example providing the number of donations in a year for our taxes, helping source images for social media, supporting outreach programs etc.
- Managing institutional records. Purchasing supplies for collections. Assist with research for exhibits. Assist with artifact selection for exhibits. Preparing artifacts for exhibits and managing exhibit related files generated. Provide input on facilities upgrades related to collections.
- Handling calls about potential donations, making recommendations to the Collections Committee, scheduling and leading the monthly meetings, record keeping. Processing new accessions-ensuring paperwork is completed, preparing accession files, cataloging materials, finding storage locations.
- Handling research and reproduction requests. Managing incoming and outgoing loans. Managing storage spaces and overseeing any organizational/housing projects. Managing collections database (PastPerfect)
- Supervising collections volunteers. Supervising on-site researchers.
- Assist with programming as needed.
- Updating and maintaining registration documentation.

DESIRED QUALIFICATIONS:

Degree from an accredited four year institution of higher learning (preferred). Experience working in museum collections, maritime collections (preferred), exhibit installations and project management. Familiarity with Google Suite and Microsoft programs; PastPerfect and collections databases.

This job description is intended to convey information essential to understanding the scope of the Collections Manager position and it is not intended to be an exhaustive list of qualifications, duties, or responsibilities associated with the job.

Application Deadline: Sunday, October 25, 2026

Applicants can send resumes to Executive Director, Kevin Cullen:

kcullen@wisconsinmaritime.org

Museum Website: wisconsinmaritime.org

About the [Wisconsin Maritime Museum](#)

The Wisconsin Maritime Museum was founded in 1969 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 award-winning exhibits about shipwrecks, maritime innovations, and innovators in Wisconsin's history. The museum's off-site collections facility is located four blocks west of the museum. Known as the Wisconsin Maritime Heritage Center, it houses the majority of the museum's three-dimensional artifacts.

WMM is accredited by the American Alliance of Museums and an active member of numerous professional organizations nationwide. The museum's 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 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. At the Wisconsin Maritime Museum, we are dedicated to building a diverse, inclusive, and authentic workplace. Let us know in your cover letter how your experience makes you a good fit for us.

[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 businesses. The city is 90 minutes north of Milwaukee and 30 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 Burger Boat Company today. Stroll the Riverwalk to the lake and watch the carferry SS *Badger* arrive daily in the summer and freighters move tons of materials in and out of Manitowoc's active Lake Michigan port.