



**Assistant / Associate Collections Manager (Full-time, salary, exempt)**

**Salary range: \$40,500-45,000**

The New Bedford Whaling Museum seeks a full-time Assistant / Associate Collections Manager (CM) to work collaboratively on the physical management, cataloguing, storage, and digitization of the museum's collection. The museum holds a collection of over one million items, including rare books, manuscripts, archives, photographs, negatives, postcards, ephemera, prints, maps and charts, artifacts and fine art. There is also an institutional archive, and small non-circulating collection of reference materials, used internally by researchers and staff. Acting as part of a team tasked with the physical and intellectual control of the collection, this individual will be responsible for the physical management of the collection and maintenance of item-level records in the CMS. They will train and monitor the work of interns and volunteers, as assigned. The individual is responsible for the integrity and clarity of collections information (text and image, as well as any digital surrogates). They work closely with curators and other department staff, under the direction of the Chief Curator, as well as with the Director of Digital Engagement to prioritize ongoing digitization efforts, and the Exhibitions Manager to facilitate the safe exhibition of works from the collection. This individual should have a demonstrated facility in digital assets management, a commitment to accessibility, medium specific training that informs their ability to assess condition and determine safe storage and housing needs for different kinds of objects, and an awareness of best practices in the field related to physical collections management, storage and care. A commitment to DEAI and awareness of metadata justice in cataloguing is preferred. We are hiring at the Assistant or Associate level, dependent upon experience.

**CORE RESPONSIBILITIES:**

- catalogue, digitize, research, and inventory works in the collection
- utilize the CMS for object cataloguing
- process uncatalogued collections
- produce finding aids or research guides, when applicable
- house and shelf collections materials safely and in line with best practices
- execute the fabrication of specially-constructed housing for preservation of collection
- maintain safe handling and care of objects, using best practices in collections care
- deploy collections database language
- build and follow a standard style thesaurus, in collaboration with team members
- provide access to materials, answer inquiries, and properly monitor researchers, as directed
- retrieve objects from storage for research visits, classes, photography, and exhibitions
- assist in retrieval of materials for museum staff
- facilitate and administer study room visits for school groups and researchers related to the collection
- assist with preparation of grant applications related to the collection
- supervise volunteers and interns, as assigned
- track location updates in collections management database
- conduct regular inventories of collections in storage
- participate in ongoing maintenance of collection records: including database records, object and source files, conservation records, appraisals, exhibition files, and loan records
- assist with accessioning objects into the collection: preparation of receipts, deeds of gift, and database records
- assist with incoming and outgoing loan activities: preparing loan agreements, completing condition reports, communicating with lenders and borrowers, and arranging shipping
- assist with resolution of old loans/abandoned property, found-in-collection objects, and inventory discrepancies
- occasionally travel to transport objects to/from conservation, donors, storage, digitization partners, etc.
- contribute to the Curatorial Department through the daily administration of the collections, including the preparation of reports, annual work plans, and budgeting, and by attending regular weekly team meetings
- serve as an advocate for the collection at all levels of museum operations
- other duties that may be requested and required

**SKILLS, KNOWLEDGE, AND ABILITIES:**

- Demonstrated knowledge of museum standards and ethics for collections care, documentation, and cataloging
- Demonstrated experience with object handling and collections management
- Demonstrated knowledge of and understanding of best practices in digital stewardship and preservation
- Experience with collections management databases, cataloging standards, and assigning metadata
- Strong computer skills and knowledge, including, database management, spreadsheet, and digital imaging
- Knowledge of data standards for museum collection management and culturally inclusive practices
- Knowledge of published vocabularies, standards, and linked data tools like AAT, TGN, ULAN, LCNAF, Wikidata
- Command of data management and data architecture, and principles of linked data
- Skills in organizing resources and establishing priorities
- Strong interpersonal skills and ability to deal effectively in a team environment
- Strong ability to communicate effectively, both orally and in writing
- Embraces and promotes diversity, equity, and inclusion initiatives
- Commitment to accessibility within the museum and digitally
- Ability to handle objects up to 40 pounds, see the normal range of color vision, and/or stand and/or walk an average of four (4) hours per day and climb a typical step ladder.

**EDUCATION AND EXPERIENCE:**

- M.A. degree in museum studies, conservation, history, archives, or related field
- 3+ years of museum, archive or library experience with progressive responsibility working in collections management
- Experience with *The Museum System* (TMS) or related CMS *preferred*
- We are open to material specialty and area of expertise

**The New Bedford Whaling Museum**

The New Bedford Whaling Museum ignites learning through explorations of art, history, science and culture rooted in the stories of people, the region and an international seaport. Founded in 1903 as the Old Dartmouth Historical Society, the Museum seeks to advance understanding related to the influence of the whaling industry and the port of New Bedford on the history, economy, ecology, arts, and cultures of the region, the nation, and the world. We tell the stories of the many diverse communities that shared in the creation of this history, through excellence in our collections, scholarship, and public engagement. The Museum is recognized as a compelling destination that inspires all visitors to reflect on the complex issues that shaped the past, remain critical today, and inform a sustainable future. Today, the Whaling Museum is a leader in the cultural landscape of the SouthCoast serving more than 100,000 visitors and offering engaging exhibitions, dynamic public programs, and vibrant educational activities appealing to learners of all ages.

**TO APPLY**

Send an application form, cover letter and resume to Naomi Slipp, Chief Curator at [nslipp@whalingmuseum.org](mailto:nslipp@whalingmuseum.org). Application deadline is March 15, 2024, but applications will be reviewed on a rolling basis. No phone calls, please.

The New Bedford Whaling Museum is committed to diversity among its employees and encourages qualified candidates from all backgrounds to apply.