

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED DECEMBER 1997
MUSEUM SERIES
RANGE: 44.0
CLASSIFIED
CODE: NONE

COLLECTIONS MANAGER

DEFINITION

Under direction of the Curator of Collections, performs technical work in the accessioning, cataloging, insuring, transporting and storage of scientific, historic and art objects and other valuable museum items;

and perform related work as required.

EXAMPLES OF DUTIES

Maintains record systems for the registration and control of objects accessioned by the Museum Department using electronic data processing systems and software;

arranges for shipping, moving, packing and storing of all loans and permanent collections;

prepares and maintains donor files, gift and loan agreements, and inventory lists for all Museum and Village items;

inspects and confers with staff and community experts to identify and evaluate accessioned objects and advise on their monetary value for insurance and liability purposes;

determines space and storage needs;

instructs and supervises aides and volunteers;

prepares necessary correspondence, reports, purchase orders and requisitions as required;

responsible for the documentation, inventory, cleaning, research and public access of the museum's collections under the supervision of the Curator of Collections;

maintains all documentation of acquisitions by keeping records of all accessories, exchanges, transfers, gifts, and loan records;

assists the Curator in the development and administration of the storage of registration information relating to objects;

aides the Curator in implementing Museum policy on ethics for acquisitions;

maintains records of the location of all objects being exhibited by the museum;

processes all donations including the generation of a temporary receipt, gift receipt, cover letter, accession sheet, donor card, subject and master cards;

provide proper conservation methods to acquisitions if needed and executing correct storage methods according to the Registration Manual;

performs research assigned by the Curator of Collections on any aspect of the collections and reports findings to the Curator;

conducts any Photograph Research Requests given by the Curator and/or public;

this would include taking the order, doing the necessary research and paperwork, and processing the order;

cross-train for the Museum Assistant – Education;

these duties include covering for the Museum Assistant – Education in the Lori Brock Children's Discovery Center when education assistant is not available;

this would include booking tours, monitoring activities of visitors in the center, and any other activities that may happen during that time;

at the discretion of the Curator of Collections, assist whoever needs help, such as answering phones, and assisting the public, only when such tasks do not interfere with any other duties.

QUALIFICATIONS

Knowledge of:

Accessioning, registration, shipping, moving and storing of collections;

basic electronic data processing for inventory control.

Ability to:

Train and supervise subordinate employee;

communicate orally and in writing;

maintain effective and cooperative working relationships with employees and community volunteers.

Experience:

One year of experience in registration and cataloging museum collections.

Education:

Any combination of training and experience equivalent to a Bachelor of Arts degree in History, American Studies, Museology or a related field.

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

This position has a probationary period of six months or 130 days, whichever is longer.

ST:rjw

7/20/98

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