

## **POSITION DESCRIPTION**

### **Collections Manager**

## **COLLECTIONS SUMMARY**

Sealaska Heritage Institute (SHI) collects and preserves materials that document the history, culture, heritage, and languages of the Tlingit, Haida, and Tsimshian people and makes these materials available to the public for educational purposes. SHI collections include an archives of historical manuscripts and papers, photographs, and audio and visual recordings, as well as a collection of 500 art and ethnographic objects and a library of 2,500 books. SHI currently houses more than 5,000 historical and contemporary audio and audiovisual recordings documenting the Tlingit, Haida, and Tsimshian language, culture, and history. Most of these recordings are wholly unique and cannot be found in other libraries, archives, or repositories.

SHI serves the general and academic Native and non-Native community by making its extensive archival, library, and art and ethnographic collections available to the public for research and educational purposes; hosting public lectures; advising and assisting visiting scholars and researchers; publishing academic essays and books; and having SHI staff present papers at scholarly conferences. SHI's culture and history, language, education, and art programs rely heavily on its library and archival collections in the development of their activities and publications.

## **ESSENTIAL FUNCTIONS**

Major Responsibilities:

### **Overall Collections Management**

1. Develop and maintain electronic and physical files to document and record information on all items in collections; create detailed physical description of item and its condition; acquire information on item usage and history; photograph items for documentation purposes; assign accession numbers; mark items in appropriate locations using methods that support conservation of the item.
2. Maintain integrated collections database for archival, library and object collections using Proficio collections management software; modify database when required to improve record-keeping and referencing ability; maintain XXXX subscription services.
3. Monitor temperature, humidity, and light in storage, conservation and exhibition areas; identify when environmental conditions become detrimental to conservation;

notify management of such occurrences; coordinate repairs to storage facility or equipment.

4. Carry out systematic IPM procedures throughout the building.
5. Evaluate storage requirements and needs such as supports and padding materials; determine when outside conservation assistance is needed to resolve any issues for all types of collections.

### **Archival Collections Management**

6. Responsible for managing the SHI archival collections (manuscripts, photographs, and audio and video recordings) and making these records available and retrievable for public research.
7. Applies technical knowledge of the principles and practices of archival arrangement, description, and preservation of multi-format collections including both print and digital resources as well as the preparation and publishing of finding aids and guides using archival and museum content management systems.
8. Survey the collection and prioritizes collections for preservation treatment, reformatting, rehousing, and other improvements.
9. Develop and manage digital archival preservation projects and metadata documentation of indigenous language recordings working with Native speakers.
10. Develop and manage grants for the physical and digital preservation of collections and other specialized areas to support the work of the SHI Archives and Library.

### **Library Management**

11. Manage a small research library of scholarly publications and rare books, makes recommendations for new acquisitions, and maintains electronic catalog records for the archival and book collections in OCLC WorldCat (including MARC records), Workflows (SirsiDynix), and the state library catalog.

### **Ethnographic and Art Collections Management**

12. Arrange and store items using techniques appropriate for the material and that maintain conservation according to current museum standards.
13. Organize, document, and coordinate the borrowing and lending of objects; negotiates insurance coverage; arrange and tracks shipping and receiving and packs or unpacks objects; and monitor the status of items and exhibits on loan to other museums.

### **Exhibits**

14. Participate in exhibit planning to provide information on item availability, search for and report on items in collections, and coordinate schedules with other activities.
15. Assist in exhibit design, installation and de-installation.



16. Track and coordinates moving items from storage to exhibit and back. Train volunteers and assistants in object handling procedures.
17. Assist in packing and shipping of items and traveling exhibits. Ensure documentation is completed including permits and customs requirements. Consults with management to determine if item requires a courier. Track and coordinate movement of items.

## **COMPETENCIES**

- Knowledge of the principles, concepts, techniques, and guidelines of professional archival work
- Knowledge of the principles of archives management
- Knowledge of information technologies and techniques of digital preservation
- Knowledge of Northwest Coast cultures and culturally relevant archival practices
- Knowledge of library systems and technology appropriate for professional management of a small library
- Knowledge of museum practices for the preservation and care of object collections
- Ability to write reports, grant proposals and correspondence related to the work; maintain records.
- Ability to communicate effectively with others, both verbally and in writing.
- Good interpersonal skills and a team player
- Skill in the careful handling of fragile, valuable items.
- Cross-cultural communication skills
- Ability to handle multiple projects simultaneously
- Knowledge of Northwest Coast cultures

## **SUPERVISORY RESPONSIBILITY**

This position will have no direct reports.

## **WORK ENVIRONMENT**

This position's duties are performed at the Walter Soboleff Building. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

## **WORK DEMANDS**

While performing the duties of this job, the employee is regularly required to verbally communicate. This position is very active and requires standing, walking, bending, kneeling,



stooping, crouching, and climbing all day. The employee must frequently lift and/or move objects up to 20 pounds and occasionally lift and/or move objects up to 50 pounds.

### **POSITION TYPE AND EXPECTED HOURS OF WORK**

This is a full-time benefited position, working 37.5 hours a week. Regular hours are Monday through Friday, 8:00am - 4:30pm.

### **TRAVEL**

None to minimal.

### **REQUIRED EDUCATION AND EXPERIENCE**

- M.A. in Cultural Anthropology or related field with a concentration in museum studies
- Or
- MLS or MLIS with a concentration in Archives
- Work experience may be substituted for some of the educational requirements
- Two years of professional collections management experience

### **PREFERRED EDUCATION AND EXPERIENCE**

- Three or more years of professional archival experience or Archives Certificate.
- Knowledge of Northwest Coast cultures and culturally relevant archival practices

### **OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

