



Thank you for your interest in our Collections Manager position.

A complete application for this position requires four components.

1. A cover letter
2. An updated resume, 1-2 pages in length
3. A completed application form
4. A 1-2 page writing sample on any topic of your choice. Papers should be typed in Times New Roman, font size 12 with normal margins. Papers will not be returned to you.

Please return applications to:

Merrilee Lee, Director
Hoard Historical Museum
401 Whitewater Ave
Fort Atkinson WI 53538
mlee@hoardmuseum.org
920-563-7769

Applications may be mailed, dropped off in the office or emailed by February 23, 2019.

Hoard Historical Museum

Fort Atkinson, Wisconsin

Collections Manager Position Description

The Fort Atkinson Historical Society is accepting applications for a part-time Collections Manager position at the Hoard Historical Museum. Ideal candidate would be energetic, dependable, detail-oriented and able to work as both a team member and an individual. The Collections Manager provides general oversight for documentation/care for the Museum's diverse collection of over 20,000 objects. Computer skills essential. Qualifications include: 2 years' experience in data processing or inventory management field; an undergraduate degree and/or museum experience is appreciated. Must love history and history museums. Starting wage is \$12 an hour.

Purpose of Position:

The Collections Manager will provide general oversight for documentation and care for the Museum's collection of over 20,000 objects. The Collections Manager will be responsible for management of collections records and database, administer all collections care and management documentation for permanent collection, and apply best practices to the work of the Museum under the direction of the Director/Curator. This position requires precise attention to detail, strong communication and analytical skills, managing multiple projects simultaneously and to work collaboratively or as an individual.

Supervision: works under the direct guidance of and reports to the Museum Director/Curator.

Essential Duties and Requirements:

Physical Requirements/Skills:

- Frequently required to handle, feel, or operate objects, tools, or controls and to reach with hands and arms
- Occasionally required to climb or balance, stoop, kneel, or crouch;
- Occasionally lifts and/or moves up to 35 pounds and team-lift up to 50 pounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Principal Duties:

- Processing paperwork for all new museum acquisitions, including gifts and purchases
- Development of letters and paperwork for artifact accessions and loan agreement forms
- Manages collections records and database; including accessioning/cataloging of all artifacts.
- Completes and organizes condition reports for artifacts
- Helps monitors environmental conditions in all Museum spaces and corresponding with Director/Curator concerning problems and/or cleaning needs;

- Assists with other collections management projects as needed, especially with installation and dismantling of exhibitions
- Helps with maintaining the museum's archive of letters, journals, publications and photos. Includes organizing and inventorying items.
- Responsible for preparing artifacts for storage or exhibition including numbering/labeling artifacts, and packing artifacts for storage
- Help with Museum projects and events outside collections work as needed
- Other duties as assigned

Required Abilities:

- Ability to plan, organize, and implement complex filing and research systems;
- Ability to multi-task and problem solve
- Ability to work in a team-oriented environment
- Ability to communicate effectively, verbally and in writing
- Ability to establish and maintain effective working relationships with volunteers, assistants, supervisor, other agencies, and the public

Supervision:

- In conjunction with Director/Curator and Volunteer Coordinator, may supervise Collections Volunteers helping with projects.

Qualifications:

1. An undergraduate degree from an accredited college or university is preferred. A degree in History is a plus.
2. Museum experience is preferred but not required.
3. Two years of progressively responsible office work experience and/or data processing and/or inventory management
4. Demonstrated written communication skills. (Samples required within application materials.)
5. Knowledge of computer programs including Microsoft Office Suite, Adobe Photoshop, or PastPerfect
6. Ability to prioritize multiple tasks to meet deadlines.
7. Valid Wisconsin Driver's License required.

Hoard Historical Museum

Application for Employment

Date _____
Last name _____ First name _____ Middle name _____
Street Address _____
City _____ State _____ ZIP _____ Telephone _____

Please note that as part of the hiring process, you would be required to submit your birthday and Social Security Number for a mandatory background check.

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? Yes No
When can you start? _____

Have you ever been convicted of a felony? (This will not necessarily affect your application.) Yes No
If yes, please describe conditions. _____

Education

	School Name and Location	Year	Major	Degree
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
College	_____	_____	_____	_____
Post-College	_____	_____	_____	_____
Other Training	_____	_____	_____	_____

Employment History (Start with most recent employer)

Company Name _____
Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____
Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____ May we contact? Yes No
Responsibilities _____

Reason for leaving _____

Company Name _____
Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____
Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____ May we contact? Yes No

Responsibilities _____

Reason for leaving _____

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____ May we contact? Yes No

Responsibilities _____

Reason for leaving _____

Skills and Abilities

What other skills, qualifications, or experience should we consider?

Describe your abilities with Microsoft office applications, including Word, Excel, Publisher, and Power Point.

This position would oversee the management of our artifacts. Experience is preferred. Do you have any experience with object inventory management? Please explain. Can be in an office, library, warehouse, or any other setting.

Personal References: Please list three (nonfamily) references that we may contact

Name: _____ Phone Number: _____ Relationship: _____

Name: _____ Phone Number: _____ Relationship: _____

Name: _____ Phone Number: _____ Relationship: _____

I certify that the facts in this application are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. The museum is hereby authorized to make any investigations of my prior educational and employment history. I understand that employment at this company is "at will," which means that either I or this company can terminate the employment relationship at any time, with prior notice, and for any reason not prohibited by statute.

Signature _____ Date _____

Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental disability, or veteran status.