

COLLECTIONS MANAGER

Vacancy #: 002633

Salary Range: \$25,900-\$43,334

Closing Date: 05-26-2017

This is a time limited/1-3 year position.

This position would work with both the Country Doctor Museum and the Laupus Library historical objects.

The first priority project the employee would be to catalog all Laupus artifacts in rediscovery: Proficio. This would enable the library employees to search for artifacts relevant for particular research interests and to effectively maintain records of these objects in an inventory system. This person would work with the Head of History Collections on ensuring the metadata is sufficient for export for ECU Libraries web presences.

Additional work would include:

- completing Laupus laboratory safety training (potential to serve as Lab Manager)
- selecting conservation supplies for Head of History Collections to work to procure
- performing light conservation treatments on objects or recommending de-accession or outsourcing of more extensive treatments to History Collections Librarian, Head of History Collections, and Curator of Country Doctor Museum
- preparing artifacts for exhibit, recommending (and maintaining approved) ideal long-term preservation conditions for artifacts
- completing research on artifacts (including patent information, use of the artifact, and timeline of when the artifact was created and used, and any information related to provenance)
- working on developing a policy for object loans with Head of History Collections
- photographing objects
- composing online posts on the objects for social media and/or the library website

The employee would do the same for Country Doctor Museum. Their primary work with the CDM would be to start:

- preparing artifacts for exhibit
- ensuring adequate storage environments
- working with Laupus Library to order supplies needed for preservation and conservation of these materials

Additional projects related to the objects can be completed as approved and as time permits.

Minimum Qualifications:

High school diploma or equivalency and two years of experience in library services, office support, or related field; or equivalent combination of training and experience.

Preferred Education and Experience:

BA in Anthropology, Archaeology, Public History, or related field and experience in describing and/or cataloging objects is preferred.

Completion of conservation coursework and/or volunteer or paid field or museum artifact conservation experience is desired.

Ability to lift at least 25lbs and have a valid NC driver's license is preferred.

Special Instructions to Applicants:

THIS IS A TIME LIMITED/1-3 YEAR POSITION.

This position is subject to the Career Banding Salary Administration Plan. If candidates are not identified at the Journey level, management may consider candidates at a lower competency level. Pay will be commensurate with applicant's competencies as well as budget, equity, and market considerations.

Salary Grade Equivalent: 61 (for reduction-in-force priority purposes only)

Additional Instructions to Applicants:

Applicants must complete a candidate profile or staff application (see "Application Types Accepted" below) online via the PeopleAdmin system. In addition, applicants must submit the documents requested in order to be considered for the position.

Application Types Accepted:

Application (SHRA and CSS only)

Applications must be received in the Department of Human Resources by the closing date of 05-26-2017 to be considered. Please submit an online ECU application for vacancy # 002633 to ECU Human Resources at www.jobs.ecu.edu.

East Carolina University is an Equal Opportunity/Affirmative Action Employer.

Visit this job posting at <https://ecu.peopleadmin.com/applicants/Central?quickFind=86061>