

Minnesota Historical Society
Director, Collections
Saint Paul, MN
www.mnhs.org

About The Minnesota Historical Society

The Minnesota Historical Society preserves and protects the objects, documents, places, and buildings that make Minnesota home. Creating powerful encounters with objects, documents, places and narratives from Minnesota's past, The Minnesota Historical Society cultivates curiosity and guides inquiry, to nurture a more reflective, inclusive, empathetic and informed society.

Position Summary

The Director, Collections exists to provide leadership, vision, and support for MNHS collections that are used in the planning, development, and implementation of curatorial, exhibitions, education, and research. The Director, Collections oversees the work of identifying, acquiring, documenting, and preserving research collections that form the material, artistic, and documentary evidence of Minnesota's history.

Essential Functions

- 1. Provide leadership and stewardship in the building and care of MNHS collections.**
 - a. Set strategic direction for MNHS collections, work with individual curators on collecting plans while monitoring alignment with overall collection strategy and MNHS mission and vision.
 - b. Set strategic directions for MNHS collections management and conservation to ensure the highest degree of care is balanced with research and public access.
 - c. Direct the formulation of curatorial and collections management/conservation departmental goals.
- 2. Manage the operations of the Collections unit including but not limited to staffing, budgeting, policies, and security.**

- a. Supervise staff; oversee scheduling; develop work plans to meet strategic goals; actively manage performance to positive and productive work standards.
 - b. Provide and support a collaborative team-based staff environment grounded in open and respectful communication that values the diverse experiences and expertise of individuals.
- 3. Pursue acquisitions and review items offered to MNHS within the scope of the collecting plan for acquisitions and in collaboration with department colleagues.**
 - a. Evaluate potential acquisitions according to the collecting plan, significance to Minnesota history, and the Collections Management Policy.
 - b. Review and recommend potential acquisitions that require Executive Council approval.
- 4. Advance MNHS's leadership and network on a national level with regard to the curatorial field and collections management.**
 - a. Collaborate with the Senior Director, Preservation & Outreach on strategy for building MNHS's national reputation and network.
 - b. Stay current on best practices, legal and regulatory requirements, and technological innovations affecting management, access, and preservation of acquisitions.
- 5. Engage at the local, regional, and national level through professional conferences, meetings, and other activities to represent MNHS at this level and to acquire knowledge and skills which will enhance the operations of MNHS collecting activities.**
 - a. Participate in local, regional, and national professional organizations, conferences, and other professional activities to acquire knowledge and skills which will enhance library operations. and inform related work.

Minimum Qualifications

- Bachelor's degree plus eight years working in a curatorial or collections management setting.

- Experience holding a management or leadership role, including fiscal and operational administration.
- Ability to work a flexible schedule when needed, including evenings and weekends.

Demonstrated Skills In:

- Personnel management and supervision, including scheduling, hiring, and strengthening positive workplace culture.
- Customer service and interpersonal communications skills.
- Planning, implementing, and advancing equity, inclusion, and access work in the Collections and Curatorial fields.

Knowledge of:

- Best practices in the curatorial field and collections management.
- Historical documentary resources and the constituencies who use them.
- The collections of the Minnesota Historical Society and associated online discovery and access tools.

Desired Qualifications:

- Master's degree plus six years working in a curatorial or collections management setting.
- Experience in fiscal management.
- Experience in operational administration/management in a curatorial or collections management setting.

Compensation

Compensation for the Director, Collections includes a base salary of \$75,700 - \$108,800 commensurate with experience and an excellent package of employee benefits.

To Apply

MNHS has retained the services of ThinkingAhead Executive Search. Interested applicants should send a resume and statement of interest, no later than July 1st, to Jonathan McIntosh, Partner: jmcintosh@thinkingahead.com (615-391-2650) and Heather Campbell, Recruiter: hcampbell@thinkingahead.com (615-316-7089).

Our Commitment to Inclusion and Diversity

At MNHS, we don't just accept differences — we celebrate it, we support it, and we thrive on diversity for the benefit of our employees, our products and services, and our community. The Minnesota Historical Society believes that an inclusive culture among our team members is critical to our success as a historical society and museum, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool. The Minnesota Historical Society is proud to be an equal opportunity workplace and employer.