



### **Collections Manager – Full-Time Position, Historic Columbia**

Built upon the pillars of preservation, education, and advocacy, **Historic Columbia** is a non-profit organization that preserves places and shares complex stories from the past that connect us in the present and inspire our future.

Historic Columbia (HC) is looking for a well-organized, detail-oriented person to serve as the **Collections Manager**. The person in this position will work with the Curator of History to develop a strategic vision and implement a plan to manage, acquire, and provide greater public access to current and future collections.

#### **Responsibilities:**

- Oversee the management and care of HC's collection of more than 4,000 historic artifacts. Assist the Curator of History with installation and de-installation of exhibits.
- Identify and implement creative ways to provide public access to the collection.
- Maintain all records according to American Association of Museum standards, including but not limited to provenance, object history, donor or lender information, and condition.
- Prepare loan processing and condition reports for the museum's permanent collection, and lead efforts to ensure compliance with Abandoned Cultural Property legislation.
- Assess environmental conditions and work to ensure appropriate interior environmental controls are in place including, but not limited to, climate and pest control. Oversee regular cleaning of exhibit spaces within HC's five house museums.
- Work with Curator of History to identify objects to acquire for the collection as well as those appropriate for de-accessioning.
- Facilitate quarterly Collections Committee meetings and ensure that HC staff adhere to governance requirements as set forth in the Collections Management Policy.
- Contract outside services as needed for work such as conservation, rigging, packing, crating, shipping, photography, etc.
- Supervise volunteers assisting with collections.
- Other duties as assigned.
- Adhere to HC's Ethics and Human Resources policies.

#### **Organization Benefits and Perks:**

We work hard to embrace diversity and inclusion and encourage everyone at HC to bring their authentic selves to work every day. We offer a variety of growth and professional development opportunities, a welcoming environment, and family-friendly benefits for our team members.

- Paid Time Off

- Medical Insurance
- Retirement Planning
- Competitive Compensation
- Parental Leave
- Support for Community Involvement
- Paid Holidays

**Job Details:** Salary range: \$38,000-43,000 per year/ Full-Time / Located in Columbia, SC

**Qualifications:**

- BA in History, Art History, Museum Management, or related field. MA or certificate in museums studies preferred.
- At least three years' experience within a curatorial museum setting or graduate schooling within the museum field with an emphasis on collections management.
- Experience in digital registration software systems, preferably CatalogIt. Experience with photographing and digitizing collections a plus.
- Ability to lift 25 lbs. as well as to climb stairs and a ladder.
- Ability to communicate well both verbally and in writing.
- Strong organizational skills and attention to detail.

*Research demonstrates that individuals from underrepresented backgrounds often hesitate to apply for jobs if they do not meet all the qualifications. As we recognize that applicants bring a wide range of skillsets, we encourage you to apply if you demonstrate many of the desired qualifications.*

*Historic Columbia is an Equal Opportunity Employer and maintains compliance with all federal, state, and local laws.*

*Please send a cover letter, two-page writing sample, and resume with contact information for three references, at least one of which should be a past supervisor, to [jobs@historiccolumbia.org](mailto:jobs@historiccolumbia.org). The title of the email should be the position for which you are applying. The posting will remain open until the successful candidate is found.*