



**Director of Collections and Access
New Haven Museum
New Haven, CT**

The New Haven Museum seeks an innovative, enthusiastic professional with demonstrated experience in museum collections management, development, and access. This professional will have the vision and capacity to rethink and define the Museum's collections and its role in twenty-first-century New Haven. This individual reports to the Executive Director and is a member of the Museum's senior management team.

Organizational Summary

The New Haven Museum is a vibrant center for exploring the people, places, events, and ideas that shape and define the Elm City. Founded in 1862 as the New Haven Colony Historical Society to preserve the history and traditions of the Greater New Haven region, the New Haven Museum stimulates inquiry and fosters appreciation of the history and heritage of our locale. The Museum's collections date to the early years of the New Haven Colony and include more than 10,000 decorative and fine art objects and artifacts, an extensive photographic archive (150,000+ prints, negatives, film), and the holdings of the Whitney Library, which exceed 30,000 volumes and 350 manuscript collections, as well as architectural drawings, maps, broadsides, newspapers, and other items. Exhibitions, lectures, events, and publications bring more than 375 years of New Haven history to life. With an operating budget of \$1.8M and 8 full-time and 6 part-time/seasonal staff, the museum serves over 10,000 visitors annually. The Museum is the steward of two historic buildings: its 1930 Colonial Revival-style headquarters in downtown New Haven and the historic c.1780 Pardee-Morris House, which is open seasonally.

The New Haven Museum is embarking on a multi-site Master Planning process to assess and address significant facility issues. This includes infrastructure upgrades, rehousing collections, and expanding staff to meet emerging programmatic needs. The Director of Collections and Access will play a major role in this process.

Job Summary

The Director of Collections and Access oversees the general management of the museum's collections and supervises the production and sharing of content. The position is responsible for connecting the primary sources of New Haven's history with the world through exhibitions, programming, digital media, collections access, and visitation.

As a member of the museum's senior management team, the Director leads the Collections and Access staff, which includes a *Collections Manager*, *Photo Archives Director*, and *Librarian*. The director also works closely with fellow senior management team leaders, the Director of

Learning and Engagement, and the Director of Programs and Planning.

The position oversees all aspects of the museum's collections management, preservation, conservation, and exhibition. This includes integrating collections operations across the photo archives, library, decorative, and fine art object collections, developing collections policies and procedures, documenting collections, and monitoring environmental conditions.

In collaboration with the Executive Director and the Collections Committee of the Board, the position will lead the articulation of an accession/deaccession policy that supports a robust review of existing collections and defines a future vision. To accomplish this work, the position is expected to draw upon scholars in several domains and their expertise to make assessments and recommendations for the future of the Museum's collections.

The position co-leads exhibition planning and development in partnership with the Director of Learning and Engagement. The Museum strives to present a robust temporary and permanent exhibition schedule with intellectually lively and welcoming exhibits, including interpretation of the museum's collections and artifacts on loan from partner institutions.

The position is responsible for planning and implementing digital outreach projects, including online exhibitions, online access to the collections database, and media projects (videos, podcasts, etc.) that utilize the collections. It also provides content for the Museum's communications work, such as social media and e-news.

Diversity is at the core of the New Haven Museum. We are passionate about building and sustaining an inclusive, equitable working and learning environment for all staff and guests. This position is expected to develop and maintain connections with others in the New Haven history community, such as universities, cultural organizations, individual scholars, and interested public members.

Essential Duties and Responsibilities

- Oversee all aspects of the management, preservation, conservation, and exhibition of the Museum's collections, including the integration of collections operations across the photo archives, library, and decorative and fine art object collections, accessions and deaccessions, collections policies and procedures, collections documentation, and monitoring of museum collections' environmental conditions.
- Ensuring alignment between staff roles, organizational goals, and strategic priorities through building a culture of collaboration, accountability, and continuous improvement.
- Effectively manage the Collections and Access team through performance management strategies, staff hiring and training, and strong interpersonal and conflict-resolution skills.
- In coordination with staff, define the goals and objectives of the Museum's digital outreach projects, including online exhibitions, access to online collections, and media projects (videos, podcasts, etc.). Provide content for the Museum's communications work, such as social media, newsletters, and e-news.
- Liaise with members of the Collections Committee and donors.
- In partnership with the Director of Learning and Engagement, define a robust exhibition schedule and perform the research and development for new exhibits based on the strengths of the Museum's collections, including planning for America 250.
- In partnership with the Director of Learning and Engagement, support school programs.

- In partnership with the Director of Programs and Planning, plan and implement public programming for general audiences, including talks, workshops, online interactive programs, outreach events, and more.
- Develop and maintain connections with others in the New Haven history field, such as universities, cultural organizations, individual scholars, and interested public members.
- Lead the identification of funding opportunities to support collections & access, including submitting requests for funding, membership support opportunities, and individual donor cultivation and solicitation.
- Oversee the Whitney Library Librarian, Photo Archives Director, Collections Manager, interns, and volunteers.
- Prepare and monitor departmental budgets in collaboration with staff.
- Serve as a member of the senior management team of the New Haven Museum, helping to set strategic and logistical goals, provide a voice in leadership conversations, and implement organization-wide initiatives.

Salary Range: \$80,000 to \$90,000

Requirements

- Master's degree in history, museum studies, museum education, art history, library science, or a related field; Ph.D. preferred
- Ten or more years of related experience, preferably with a museum
- Demonstrated experience in a leadership role overseeing teams of varying sizes and functions, including setting performance expectations and mentoring staff to support professional growth.
- Experience with strategic and long-range planning for institutions and collections
- The ability to create and manage multimedia & online programming resources
- Strong communication, decision-making, and problem-solving skills.
- Familiarity with collections management software for museums and archives
- Demonstrated experience and success with IMLS, NEH, and other federal grants.
- Proven scholarship in history, including publishing, conference presentations, public writing, and other forms of communication.
- Experience in the role of curating exhibits, both online and in-museum.
- Demonstrated experience in museum best practices, including accreditation.
- Excellent verbal and written communication skills.
- The ability to professionally represent the Museum's mission, goals, and programs.
- Demonstrated project management skills with the ability to prioritize work and adhere to deadlines.
- The ability to exercise sound judgment with minimum supervision.

To Apply

Please send a cover letter, resume, and three references to Search@NewHavenMuseum.org with DIRECTOR OF COLLECTIONS AND ACCESS in the subject line. Applications will be reviewed immediately and will continue until the position is filled. No phone calls, please. The New Haven Museum is an Equal Opportunity Employer.