

# Collections Manager

Locations: office, Lincoln, NE

Full-time

End date: July 3, 2025

Hiring Agency: Nebraska State Historical Society - Agency 54

Location: Lincoln, NE

Hiring Rate: \$23.211

Job Posting:

JR2025-00017382 Collections Manager (Open)

Applications No Longer Accepted On: 07-03-2025

Job Description:

The Nebraska State Historical Society (NSHS) is seeking a collaborative and innovative collections management leader to serve as Collections Manager. The Collections Manager will work independently and with colleagues and external stakeholders to manage projects and further partnerships, exhibits, and funding benefiting these collections. As a member of the collections team and a people-leader, this position is accountable for overseeing and coordinating physical control of the NSHS collections, including 3D objects, archeology, photographs, audiovisual materials, manuscripts, government records, and library materials.

The Collections Manager ensures that NSHS collections care, use, and security meets a high level of professional standards, ethics, and practices in all collections activities and use. The incumbent will have the opportunity to develop a comprehensive preservation plan addressing collections care, storage, security, and facilities issues. This teammate will also ensure compliance with all relevant laws and regulations, including the Native American Graves Protection and Repatriation Act (NAGPRA). The Collections Manager maintains and updates collections policies and procedures such as database and cataloging standards, accessioning and collections processing, and collections access.

NSHS is a statewide educational institution connecting people to the past through our library and research center, museum, conservation facility, interpretive sites, and the state archeology and historic preservation offices. NSHS collects, preserves, and interprets our state's past, contributes to the education of its citizens, and uses the tools of history to shape a better future for all Nebraskans.

Look at what we have to offer!

- 13 paid holidays
- Vacation and sick leave that begin accruing immediately
- Military leave

- 156% (that's not a typo!) state-matched retirement
- Tuition reimbursement
- Employee assistance program
- 79% employer paid health insurance plans
- Dental and vision insurance plans
- Employer-paid \$20,000 life insurance policy
- Public Service Loan Forgiveness Program (PSLF) through the Federal government
- Wide variety and availability of career advancement as the largest and most diverse employer in the State
- Opportunity to be part of meaningful work and make a difference through public service
- Training and Development based on your career aspirations
- Fun, inviting teammates
- A safe and secure environment

At the State, we stand by our core values of treating others with dignity and respect, acting ethically in all situations, and creating an environment where our customer is our top priority. Apply to join our team today!

#### Job duties

- Manages physical control of the NSHS collections and collections storage areas, including the security, movement, care, and preservation of collections.
- Provides overall direction for placing, training, supervising, and motivating assigned staff, work studies, interns, and volunteers.
- Administers the PastPerfect database; collaborates to ensure consistency across additional databases including Preservica and ArchivesSpace, creating an accessible experience for researchers.
- Leads and participates in general collections management activities such as inventories, integrated pest management, movement, housing, care, and storage upgrades.
- Develops, manages, and implements plans, workflows, and goals appropriate to established objectives and strategic priorities, including preparing funding proposals, such as grant applications, and related reports.
- Oversees and provides training in digitization workflows in accordance with accepted standards, including creation of Dublin Core metadata records.
- Communicates effectively with internal and external audiences, contributing to a positive work environment, consulting with other historical organizations, and facilitating cross-departmental communication and cooperation.
- Performs other related duties as apparent or assigned.

### Requirements / Qualifications

Minimum Qualifications: Bachelor's degree in History or closely related field such as: Education, Museum Studies, Geography, or Anthropology AND two years of experience in museum curatorial work, developing and/or providing educational programs to K-12 students, or providing interpretive tours.

Preferred Qualifications: Knowledge of a variety of collection types and their physical and intellectual management requirements. Must be available for emergency response activities. Proficiency with databases and/or collections management systems.

Demonstrated experience in project management. Experience with issues related to repatriation or deaccessioning collections. Active involvement in a professional association.

Other: Must be able to lift and carry up to 40 lbs. Position requires occasional travel. Must possess a valid driver's license, be able to provide independent authorized transportation and drive a state vehicle as necessary. Regular and Reliable attendance is required.

### Knowledge, Skills and Abilities

Knowledge of modern collections management practices and standards, relevant federal and state laws and regulations, metadata best practices, and curatorial practices. Ability to effectively supervise, direct, evaluate, and mentor professional staff, students, interns, and volunteers. Flexibility, creativity, strong problem-solving skills, and the ability to identify and achieve goals and objectives and meet multiple competing priorities. Ability to adapt to and operate software such as Microsoft 365, PastPerfect, Preservica, and ArchivesSpace. Situational agility sufficient to communicate and work effectively with various people and groups in writing, by phone, and in person. Strong organizational and project management skills, with a demonstrated ability to take initiative and to work both independently and as a member of a team. Ability, flexibility, and willingness to occasionally travel and work a varied schedule, including evenings and weekends. Ability and willingness to maintain electronic and written records and to complete assigned reports.

### Benefits

We offer a comprehensive package of pay, benefits, paid time off, retirement and professional development opportunities to help you get the most out of your career and life. Your paycheck is just part of your total compensation.

Check out all that the State of Nebraska has to offer! Benefit eligibility may vary by position, agency and employment status. For more information on benefits, please visit:

<https://statejobs.nebraska.gov/index.html#benefits>

### Equal Opportunity Statement

The State of Nebraska values our teammates as well as a supportive environment that strives to promote diversity, inclusion, and belonging. We recruit, hire, train, and promote in all job classifications and at all levels without regard to race, color, religion, sex, age, national origin, disability, marital status or genetics.

To apply: [https://son.wd1.myworkdayjobs.com/en-US/NebraskaStateCareers/job/Collections-Manager\\_JR2025-00017382](https://son.wd1.myworkdayjobs.com/en-US/NebraskaStateCareers/job/Collections-Manager_JR2025-00017382)