

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: **MANAGER, COLLECTIONS**

Reports To: Designated Supervisor

UW Job Code: 3786

UW Job Family: 3D - Media/Communication/Art

SOC Code: 25-4012

FLSA: Exempt

Pay Grade: 23

Date: 4-1-98 (revised 7-1-02; 10-20-03; 7-1-04; 7-1-06; 2-27-17)

JOB PURPOSE:

Manage, organize, and maintain the collections including managing records, forms, legal documents, contracts, files and retrieval system(s) associated with acquisitions, loans, gifts, de-accessions, cataloging, packing, shipping, customs, inventory, insurance, and storage; oversee shipping arrangements; provide project supervision over special projects, as directed; appraise collection works and determine value in retaining works for collection purposes; discuss collection details and restrictions with donors; provide leadership; prepare initial legal documents for loans and gifts.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage permanent collection system(s), records and files including donor correspondence, warrantee and title forms, gift records, loan records, photographs, condition reports, publication and copyright records, location records, and pertinent documents and documentation for exhibition and conservation of collection works.
- Manage, maintain and supervise data processing system(s) for maintaining collection information. Supervise ongoing projects, such as photographic records of permanent collections.
- Responsible for inventory and proper protective storage as well as environmental monitoring including specialized chambers and different types of storage setups including continuous care of collections; monitoring storage facility access.
- Responsible for conservation and preservation of collection material; determine whether an outside conservator is required to preserve collection work.
- Coordinate with other staff to expedite exhibition and usage of collections regularly, including several exhibitions for the Art Museum position with nine galleries (about 4,000 pieces of artwork), and managing space allocation, exhibition, and usage for approximately 85,000 cubic feet of collections for the American Heritage position.
- Prepare incoming and outgoing condition reports on collection works; prepare photographic records and reports of damaged collection pieces; handle damage disputes and take appropriate action for

damaged work with artist or author, donors, carriers, customs, insurance as well as other collection or museum officials.

- Coordinate and schedule traveling exhibitions or collection exhibitions and arrange shipping and receiving of exhibitions and individual items; deal with international and/or domestic carriers/couriers, custom, museum, conservation, and repository agents.
- Maintain proper insurance on permanent collections, objects on loan, and traveling exhibitions.
- Prepare initial legal contracts for loan and gift collections; maintain and verify legal documentation related to loan, gift, and use of the collection works and acknowledgments.

SUPPLEMENTAL FUNCTIONS:

- Plan, prepare and administer department budget including monitoring expenditures.
- Responsible for the determination of handling of collection items; assist in exhibition installations.
- Follow protocol for handling and shipping hazardous materials when encountered with collection works.
- Responsible for the emergency disaster plan.
- May chair or participate on committees and task forces for assigned areas.
- May provide assistance, information and teaching aids for instruction classes and students.

COMPETENCIES:

- Attention to Detail
- Individual Leadership
- Quantity of Work
- Strategic Planning
- Technical/Professional Knowledge
- Adaptability

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **4 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Art and historical artifacts and mediums.
- Appraisal methods, techniques and practices.
- Museum registrar and/or collection standards, processes and procedures.
- Conservation and preservation techniques and methods.
- Insurance practices and shipping procedures for museum artifacts and collections.
- Communication theory, concepts, methods and practices.
- Loan and gift legal documentation theory, methods and practices.
- Record systems management theory, concepts, methods and practices.

- Supervisory theory, concepts and methods.
- Budget management concepts, methods and practices.
- Personal computer and information systems comparable to systems used in area.
- Computerized environmental control systems methods and techniques.
- CD-ROM imaging data processing system and/or photography methods and techniques.
- Applicable University, state and federal laws, regulations, and policies.

Skills and Abilities to:

- Manage detailed inventory, space allocation, shipping and receiving of collection works, damage reports, insurance records, warranties, titles, gift and loan records, copyrights, and conservation and protective storage for large inventory of different mediums and artifacts of collection works.
- Manage computer data records including environmental control reports and/or imaging management systems.
- Effectively communicate, coordinate, prioritize and manage time commitments to meet multiple project deadlines.
- Provide senior-level leadership.
- Participate in adhering to or recommending changes to policies and procedures for assigned areas.
- Supervise photographic recording of permanent collection.
- Prepare reports and initial legal contracts.
- Plan, manage and monitor expenditures for department's budget.
- Work as a team member and foster a cooperative work environment.

WORKING CONDITIONS:

Warehouse/storage/shop/museum and office environments; regular exposure to dust, occasional exposure to fumes, vapors, noise, chemical and mechanical hazards associated with conservation, shipping/receiving and storage of collection items; exposure to insect infestation; and occasional exposure to hazardous conditions such as mold.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.