

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, ARRANGEMENT & DESCRIPTION

Reports To: Designated Supervisor

UW Job Code: 3785

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

SOC Code: 25-4012

FLSA: Exempt

Pay Grade: 23

Date: 1-1-21

JOB PURPOSE:

Manage, organize, and oversee the operations of the American Heritage Center Arrangement and Description department including managing records, forms, legal documents, contracts, files and description system(s) associated with acquisitions, loans, gifts, de-accessions, cataloging, inventory, and storage; provide project supervision over special projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage Arrangement and Description Department by providing leadership in the design and delivery of organization and description of archival materials to promote access to the resources of the AHC and support the academic mission of the University.
- Ensure that all of the AHC's collections move from the just-acquired status to fully arranged and described and accessible to the AHC's patrons.
- Maintain department statistics and report on activities to the AHC Director.
- Arrange intellectually and describe research collections through the creation of catalog records and finding aids using accepted standards such as MARC, EAD, and DACS.
- Apply expert knowledge of a wide range of professional standards, sources, and practices.
- Appraise new and existing collection material for intellectual content, stability, and preservation concerns to provide guidance on long-term storage and care in the AHC vaults.
- Process new and existing collections of archival and manuscript material into archival series, following theoretical principles and accounting for specific attributes of the particular collection. Collections may be as small as a folder or larger than 1,000 cubic feet.
- Chair and/or serve on AHC or UW committees and task forces as appointed.
- Serve on the AHC Acquisitions Committee and work with potential donors to secure new archival collection materials.
- Various outreach activities including preparation of exhibits, writing newsletters/blog articles, and creating other promotional material as assigned.

SUPPLEMENTAL FUNCTIONS:

- Professional development activities include keeping current with professional archival theory and practice by reading published literature, attending meetings, maintaining memberships in relevant professional organizations, attending professional conferences and workshops, and applying new concepts and theories to AHC practices.
- Other duties as needed to facilitate and advance AHC's mandated mission parameters.

COMPETENCIES:

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

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 area.
- 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.