

Museum Collections Manager

Job Summary:

The Collections Manager is responsible for the care and use of the Museum's permanent collection. This position is an advocate for the collection and is responsible for ensuring that the collections support miSci's mission. Reports to Museum President.

Responsibilities

- Oversees the care of the collections, including:
 - Long term and daily care of the collections through maintenance, storage, preservation, and conservation.
 - Responsible for the documentation of the collections, both digital and non-digital, including but not limited to cataloging, collections management systems, condition reports, accession records, loan agreements, and inventories.
 - Maintains disaster planning and keeps the collections area free of hazards.
 - Responsible for the safe and proper use of collections by the Museum and when in the hands of others.
 - Supervises access to the collections for study, exhibits, and research and responds to research inquiries.
 - Establishes pricing and invoicing for archives services.
 - Manages contractors, consultants, and volunteers working with collections.
- Represents the needs of the collections in Museum operations, including:
 - Represents collections in leadership team meetings.
 - Trains staff in collections use.
 - Manages the budgetary needs of collections.
 - Coordinates with Museum development staff to seek, write, and/or execute grants aimed at research, digitization, or collection improvements.
- Maintains current knowledge of standards and techniques in museum studies and conservation.
- Adheres to museum standards established by American Alliance of Museums.
- Performs other duties as assigned.

Abilities

- Strong knowledge about:

- Principles and practices governing the care and preservation of archives and collections.
- Curatorial practices to conserve historic materials, especially 19th and 20th century technology.
- The technology, science, and cultural context represented by miSci's collections.
- Strong organizational skills and the ability to coordinate multiple projects.
- Strong interpersonal skills to maintain effective working relationships with coworkers, community groups, and visitors.
- Strong written, verbal, and digital communication skills.
- Strong data management skills and the ability to set up effective workflows.
- Strong work ethic and the ability to act confidentially and ethically with sound judgement.
- Ability to lift, drag, and push artifacts, materials, and documents over 50lbs.
- Some local travel required.

Education and Experience

- Master's degree in museum studies or related field is highly desirable.
- 5 years of progressively responsible professional experience in preservation and conservation, collections management, exhibit curation, education and/or research, or a related field.
- Any combination of education and experience that has provided the desired knowledge, skill, and abilities will be considered.
- Possession of, or ability to obtain, a New York State Driver's License.

Compensation

- Salary Range: \$50,000 – 55,000
- Benefits Include:
 - Health, vision, and dental benefits.
 - Two weeks annual paid vacation.
 - Five paid annual sick days.
 - Eight annual paid holidays.
 - Free annual museum membership.

Interested applicants please send cover letter and resume to kelly.kissane@misc.org for consideration. Deadline for applicants is July 1, 2026. Qualified applicants will be contacted after July 1.