



**Position:** Collections Manager: Artifacts and Archives

**Department:** Museums, Education and Interpretation (MEI)

**FSLA Status:** Full Time, Exempt

**Salary:** \$63,000 - \$67,000

**Work Conditions:** Office environment in a combination of areas: historic fortress, general grounds area, museum building, visitor center. Requires walking moderate distances outside in all types of weather, over brick, stone and dirt pathways. Moderate lifting; ability to climb ladders and stairs. 40-hour work week, 8:30 am-5:00 pm Monday-Friday; may require some evening and/or extended weekend, and holiday work. Is available when needed in the off hours to respond to emergency situations pertaining to the collections. Telework or alternate work schedule not authorized.

**Reports to:** Director of Museums, Education and Interpretation

The Collections Manager oversees the management program for all Fort Monroe Authority artifacts and archival materials contained in the Casemate Museum (CM) and Visitor & Education Center (VEC) galleries and located in various storage facilities and those on display outside. The Manager oversees all activities related to the care and documentation of the museum's objects consisting of textiles, metal, and other materials, as well as a vast collection of printed materials contained in the archives. The Manager is responsible for the accountability of over 3,000 artifacts consisting of clothing, uniforms, military equipment, artworks, historic signage, munitions and weapons. The Manager is also responsible for the Fort Monroe Authority's (FMA) archive which contains approximately one hundred thousand photographic images, contact sheets, negatives and slides; more than five hundred reels of microfiche, hundreds of scrapbooks/albums, as well as official military documents, textual documents, press releases, memoranda, ephemera, memorabilia, and publications. In addition, FMA is required to maintain all its official records per Virginia Public Records Act (VPRA). This work includes the processes of acquisitions, accessions, inventorying, conservation, preservation and general collections care following museum professional standards.

Fort Monroe presents unique challenges in the preservation, conservation and storage of its collections, both artifacts and archives, which are currently housed in 4 separate locations that require constant monitoring of conditions. There is only a limited automated cataloging system in place, which requires using several different manual systems until all objects and documents can be accessioned into one comprehensive system. The constant environmental variations in the storage areas create unique challenges in the preservation and conservation of artifacts and archival materials. There is a constant concern over mitigating mold and dust particles from the collapsing masonry walls, as well as water penetration through the brick.

The Manager provides comprehensive oversight of varied collections in accordance with accepted standards and practices of artifact and archival management; ensures the preservation of collections; plans and provides direct support for exhibitions and publications; assists with broader educational and public program efforts; utilizes sound organizational and management skills. The Manager provides technical direction to assigned staff, volunteers, and interns.

**Responsibilities:**

- Develops and implements a comprehensive, systematic collections management program that combines artifact and archival objects.
- Develops new policies, procedures, and approaches to collection management.
- Prepares clear, concise reports documenting and evaluating collections management issues and making recommendations for resolution of issues.
- Conducts accessioning, cataloging, and legal and other documentation of collections.
- Develops and conducts inventory control procedures.
- Identifies objects needing conservation treatment and arranges treatment to the appropriate facility.
- Assists with the archiving of FMA's official records per the Virginia Public Records Act (VPRA).
- Develops expertise related to the history of Fort Monroe and Old Point Comfort and represents FMA at professional meetings to advance knowledge and appreciation of the collections.
- Conducts historical research to support the mission of the Fort Monroe Authority.
- Manages the collaboration with digitization specialists on coordinated processing and digitization of the archive.
- Manages collections databases and other computer records.
- Ensures the preservation and protection of the artifact and archival collections.

- Works with FMA Director of Museums, Education and Interpretation to develop, monitor, and evaluate short- and long-range collections project plans and ensure adherence to project deadlines.
- Provides Director of MEI advice on museum collections storage techniques and practices.
- Oversees all documentation of collections, including accessioning, cataloging, and legal and other documentation.
- Identifies signs of deterioration and wear, performs routine preservation maintenance of objects, and recognizes conditions that require more extensive conservation treatment.
- Assists with researching and documenting intellectual property rights and managing licensing requests. Establish and maintain control over physical and intellectual media including paper, film, and electronic.
- Determines appropriate actions regarding user requests by providing information from documents and access to documents, making referrals to other sources or denying the requests for information.
- Packs and ships objects and documents.
- Designs and implements a description plan for archival materials by developing finding aids as guides, inventories, registers, series descriptions, and folder lists.
- Contributes to budgetary and narrative project reports.
- Makes retention recommendations or decisions concerning objects and documents by appraising such characteristics as their legal, fiscal, administrative, informational, and/or intrinsic value.
- Establishes and maintains records of communications with creators and/or potential donors of documents and objects.
- Monitor federal, state and local statutes relating to collections; maintain programs and collections to ensure compliance.
- Analyzes and reports data relevant to the collections, including activities, metrics and project results.
- Supervises and manages 3-5 volunteers and archival interns assigned by the Internship and Volunteer Program Coordinator.
- Conducts or coordinates research into the collections, including identification authentication, appraisal, history and provenance of objects and documents.
- Facilitates access to, and promotes the use of, the collections, both archive and artifact, by scholars and researchers.

- Responds to research inquiries.
- Reviews exhibit plans for collections management issues and to recommend creative, responsible solutions to these issues.
- Provides curatorial support for exhibits.
- Works creatively with exhibit planning, interpretive planning, and educational programming teams to provide access to and use of collections.
- Provides content, images, copies of primary documents etc from both the FMA Archives and other sources, for new exhibits (permanent and temporary).
- Conducts public programs using objects and documents from the collection.
- Conducts presentations on the collections, completed research and various historical topics.
- Creates programming materials to support area military organizations, and designs staff rides to meet the needs of military units.
- Collaborates with the educational programs manager to provide direct support for the development of programs based on artifacts and documents contained in the collection.
- Seeks, prepares and submits grant proposals related to the collections and manages funded projects.
- Assists with contracts and provides overall management and direction to consultants and contractors.
- Develops scopes of work for appraisal, cataloging, and other documentation activities.
- Produces audio and video content for special programs to promote conservation and preservation work.
- Produces written products and images for social media posts for FMA.
- Performs other duties assigned.

**Qualifications:**

*Education:* Master's degree required in history, public history, library sciences or museum studies.

*Experience:* Minimum of 7-10 years of working with museum collections. Experience in managing both archives and artifact collections preferred, experience with military collections a plus. Previous supervisory experience required.

*Or combination of Education and Experience.*

**Note:** All full-time employees are required to contribute 5% of annual salary toward their retirement account; in accordance with VRS retirement provisions. This is handled through a pre-tax payroll deduction.

At the Fort Monroe Authority, we are committed to creating and sustaining an agency culture affirming and respecting diversity. We aim to recruit, develop and retain talented people from a diverse candidate pool. The Fort Monroe Authority is committed to employing inclusive practices in our daily operations and is proud to be an EEO workplace and employer. All qualified applicants will receive consideration for employment without regard to race, color, age, gender, sex, sexual orientation, gender identity, disability, pregnancy, genetic information, protected veteran status, national origin and religion or any other characteristic protected by law.