



- Position:** Collections Specialist
- Salary:** \$49,500 - \$52,000
- Department:** Museums, Education and Interpretation
- FSLA Status:** Full Time, Exempt
- 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 Specialist oversees the management program for all artifacts contained in the Casemate Museum in addition to other objects located in and around Fort Monroe. The Collections Specialist oversees all activities related to the care and documentation of the museum's objects consisting of textiles, metal and other materials. The Collections Specialist is responsible for the accountability of over 3,000 artifacts consisting of clothing, uniforms, military equipment, art works, historic signage, munitions and weapons. This work includes the processes of acquisitions, accessions, inventorying, conservation, preservation and general collections care in accordance with museum professional standards. The Collections Specialist will work closely with the FMA Archivist in coordinating accessioning processes and developing collection management policies.

The FMA artifact collection is currently housed in 3 separate locations that requires the collection specialist to monitor closely the conditions of the artifacts in each area. There is only a limited automated cataloging system in place, which requires the use of several different manual systems until all objects can be accessioned into one comprehensive system. The constant environmental variations in the storage areas creates unique challenges in the preservation and conservation of artifacts. There is a constant concern over mitigating mold and dust particles from the collapsing masonry walls, as well as water penetration through the brick.

Responsibilities:

- Conducts accessioning, cataloging, and legal and other documentation of collections.
- Develops scopes of work for appraisal, cataloging, and other documentation activities.
- Develops and conducts inventory control procedures.
- Manages collection databases and other computer records.
- Develops and implements a comprehensive, systematic collections management program.
- Develops new policies, procedures, and approaches to collection management.
- Conducts or coordinates research into the collections, including identification authentication, appraisal, history and provenance of objects and documents.
- Assists in preservation and protection of the FMA museum artifact collection
- Oversees use of collections by researchers.
- Provides Director of MEI advice on museum collection storage techniques and practices.
- Packs and ships museum objects and documents.
- Identifies objects needing conservation treatment and arranges treatment to the appropriate facility.
- Prepares clear, concise reports documenting and evaluating collections management issues and making recommendations for resolution of issues.
- 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 recognize conditions that require more extensive conservation treatment.
- Provides researchers and FMA staff access to collections as required
- Reviews exhibit plans for collections management issues and to recommend creative, responsible solutions to these issues.
- Works creatively with exhibit planning, interpretive planning, and educational programming teams to provide access to and use of collections.
- Conducts public and educational programs using artifacts and objects from the collection.
- Produces audio and video content for special programs to promote the conservation and preservation work
- Mentors and works with high school and college interns
- Provides written products and images for social media posts for FMA
- Performs other duties assigned.

Qualifications:

Education: Bachelor's degree required in history, public history, or museum studies. Master's degree preferred.

Experience: Minimum of five (5) years of working with artifact collections. Experience with military collections a plus.

Or combination of Education and Experience