



1210 N Front St., Coos Bay, OR 97420  
541-756-6320  
cooshistory.org

---

**Position Title:** Collections Manager

**Rate of Pay:** \$33,000 – 37,000 salary DOE

**Reports to:** Executive Director

**Salary Classification:** EXEMPT/FULL TIME (40 hrs./ in person)

---

#### **ABOUT THE COOS COUNTY HISTORICAL SOCIETY**

The CCHS fosters a deeper understanding of the history, culture, waterways, and people of Coos County and Oregon's South Coast. Through the work of the Coos History Museum, we preserve and share stories, artifacts, photographs, and documents that illuminate our past and present. By creating meaningful and engaging educational programs and exhibits, we aim to deepen understanding and foster a strong connection to our regional heritage.

#### **DIVERSITY, EQUITY & INCLUSION**

Museums are a vital part of how we tell the stories of who we are, who we've been, and how we will live together. They maintain our cultural heritage and teach us about all the ways we are different and the same. Reflecting the diversity of that heritage is a critical part of the Coos County Historical Society and the Coos History Museum's work.

---

#### **POSITION SUMMARY**

The Coos History Museum is seeking a detail-oriented and dedicated **Collections Manager** to oversee and enhance our collections, archives, and research library. This role ensures the integrity, accessibility, and preservation of our collections while supporting exhibitions, public engagement, and programs.

#### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

##### **Collections, Archives, and Research Library (70%)**

- Build and develop museum collections through the identification, appraisal, and acquisition of appropriate objects representing local history and culture.
- Oversee and process collections and loans, ensuring proper cleaning, documentation, and storage.
- Maintain and secure collection storage areas and exhibit galleries by implementing pest management, safety, security, and cleaning protocols.
- Manage accession records, object files, collections management database, and online portal.
- Conduct object inventories and assess storage spaces to ensure optimal object preservation.
- Maintain detailed and accessible records on the Museum's past and current outreach, notification, consultation, and repatriation processes with Indigenous communities.
- Review and update collections management policies and procedures.
- Ensure compliance with ethical and legal standards for the repatriation, acquisition, and management of cultural materials.
- Lead scanning, digitization, and archival media migration projects.
- Manage archival document projects, including map flattening, storage assessment, and rehousing.
- Collaborate with staff to research and document collections for publications and public use.
- Assist with public research requests/visits and process reproduction requests while managing the Museum's image rights and reproduction policies.

## **Volunteer Management and Outreach (15%)**

- Recruit, train, and manage volunteers and interns for various collections and research projects.
- Participate in curatorial committee meetings by preparing materials and making recommendations for accessions, deaccessions, and collections planning.
- Engage with the public through lectures, tours, workshops, and research assistance.

## **Exhibits (10%)**

- Support through identification, research, and acquisition of objects associated with exhibition themes.
- Participate in brainstorming and exhibition development meetings; perform historical research.
- Assist with exhibition installation and de-installations.
- Perform necessary condition reporting and database updates as required.

## **Other Duties (5%)**

- Assist with preparing materials for grant applications, strategic planning, budgeting, and fundraising related to the Museum's collection, exhibitions, and related projects.
- Assist with preparing collections-based social media, news blog posts, and related marketing.
- Assist with facilities, safety, and security of building and collections.
- Keep current on developments in the fields of Oregon history and museology; stay current with professional best practices in collections.
- Other duties as assigned.

## **MINIMUM EDUCATION / EXPERIENCE REQUIREMENTS**

- A bachelor's degree in Museum Studies, Anthropology, Public History or related program.
- At least 3 years of experience in collections management; demonstrated experience object handling, rehousing, preserving, and documenting museum collections.

## **SKILLS AND ABILITIES**

- Strong attention to detail required.
- Knowledge of the best practices for the acquisition, documentation, and handling of museum collections; demonstrated object handling, packing, rehousing, and documentation skills are essential.
- Understanding of museum ethics and professional standards for collections management.
- Solid computer skills using Microsoft Office, Google Workspace, and data entry in PastPerfect or similar collection management database preferred.
- Previous experience with NAGPRA and Native American collections preferred.
- Commitment to achieving equity, diversity, and inclusion in the workplace and the community.

## **PHYSICAL / ENVIRONMENTAL REQUIREMENTS**

- Requires extensive sitting with periodic standing and walking.
- Ability to lift a minimum of 30 pounds; 50 lbs+ when working with assistance.
- Requires significant use of a computer, telephone and general office equipment.
- Requires adequate visual acuity, ability to grasp and handle objects.
- Ability to communicate effectively through reading, writing, and speaking in person or by telephone.
- Requires occasional evening and weekend work to support programming and exhibits.
- Must have reliable transportation and may require off-site travel.
- Must pass a background check.

*CHM is committed to enhancing diversity in its staff, visitors, exhibitions, and programs while promoting an inclusive environment. We seek candidates who can contribute to that goal and encourage you to apply and to identify your strengths in these areas. This is an exciting opportunity for a skilled professional to contribute to preserving history and making it accessible to the public. Join our team and make a lasting impact!*

**BENEFITS OFFERED:**

- Paid Time Off
- Up to ten paid holidays per year
- Paid Sick Leave
- Medical Insurance Expense Reimbursement
- Complimentary museum membership
- Employee Discount
- Free Parking

**To Apply:**

Interested applicants should submit a resume and cover letter detailing their background and experience. Please also include two professional references.

**Please submit to:**

director@cooshistory.org

**Subject Heading for correspondence:**

Collections Manager Application