



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

Position Title: Collections Manager

Rate of Pay: \$37,500 – 42,500 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.

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 (75%)

- 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 (10%)

- 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.

QUALIFICATIONS AND REQUIREMENTS

- A bachelor's degree in Museum Studies, Anthropology, Public History or related program.
- At least 2 years of experience in collections management, registration or related museum role.
- Demonstrated experience with object handling, preservation, and collections documentation from acquisition to object/archival long term care.
- Solid computer skills using Microsoft Office and Google Workspace.
- Experience working with museum collection management databases, PastPerfect preferred.
- Previous experience with NAGPRA and Native American collections preferred but not required.
- Requires strong attention to detail, adequate visual acuity, ability to grasp and handle objects.
- Ability to lift a minimum of 30 pounds; 50 lbs+ when working with assistance.
- Ability to communicate effectively through reading, writing, and speaking in person or by telephone.
- Ability to manage simultaneous priorities and meet deadlines.
- Self-motivated with the ability to work independently.
- 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.

BENEFITS OFFERED:

- Paid Time Off
- Paid Sick Leave and Federal Holidays
- Medical Insurance Expense Reimbursement
- Complimentary museum membership
- Employee Discount
- Free Parking

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!

To Apply:

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

Applications will be reviewed on a rolling basis and position is open until filled.

Please submit to:

director@cooshistory.org

Subject Heading for correspondence:

Collections Manager Application