



## POSITION DESCRIPTION

**TITLE:** Collections Manager  
**SUPERVISOR:** Curator  
**CLASSIFICATION:** Non-exempt, Full-time, Non-Emergency

Tudor Place Historic House & Garden seeks a **Collections Manager**. This position advances the mission of the organization by supporting the management, care and accessibility of the object collection. Numbering around 18,000 pieces, the object collection includes ceramics, furniture, glass, graphic arts, silver, textiles and the Washington Collection, which consists of items inherited and purchased by Martha Parke Custis Peter following the death of her grandmother, Martha Washington. This position is ideal for a person who enjoys working collaboratively and has a strong desire to preserve and share the diverse stories of Tudor Place.

## RESPONSIBILITIES

### *Collections Care*

- Implements best practices to maintain and preserve the Tudor Place Collection
- Monitors and reports on environmental conditions in the historic house and object storage areas using Bluetooth-enabled data loggers
- Maintains object damage reports and informs the Curator of potential conservation needs
- Implements integrated pest management (IPM) protocol and escorts pest control specialists through historic areas on a monthly basis
- Organizes periodic deep-cleaning of museum public spaces
- Conducts periodic physical inventories of the collection
- Opens and closes historic house during public hours, when available; trains other staff on museum opening and closing procedures
- Conducts regular monitoring of condition of the house and other historic structures with Curator and Director of Buildings, Gardens & Grounds
- Assists with emergency response procedures and training, disaster preparedness and disaster response.

### *Registration*

- Generates and maintains object files, records and documentation as well as accession records, temporary receipts, condition reports and deaccession records
- Serves as administrator of PastPerfect collections management system (including PastPerfect online)
- Manages incoming and outgoing loans including shipping and handling

### *Research & Interpretation*

- Supports development and implementation of installations and exhibitions that showcase the collection
- Supports activities that share the collection with public and professional communities ( tours, talks, lectures, programs, and digital engagement)

- Assists external and internal researchers in accessing and using the collection
- Supervises collections management interns, with the Curator

#### *Administration*

- Advises the Curator on issues for action or discussion at Collections Committee meetings
- Advises the Curator on budgetary needs for the collection
- Reviews and recommends updates to the *Collections Management Policy*, in collaboration with the Archivist and Curator

### **EXPERIENCE & EDUCATION REQUIREMENTS**

- Master's degree in Museum Studies or a related field with a focus upon museum collections management
- 1-2 years of experience in collections management at a museum or historic site

### **KNOWLEDGE, SKILLS & ABILITIES**

- Knowledge of current collections management methodology and best practices, including the management of online and digital resources
- Exceptional organizational skills and ability to manage ongoing projects and daily tasks with minimal supervision
- Excellent written and oral communication skills, including the ability to communicate effectively with colleagues and with the public
- Ability to work collaboratively as part of a small staff of museum professionals and enthusiasm for working in a team environment
- Familiarity with collections management database applications (PastPerfect proficiency preferred) and knowledge of digital imaging technology
- Proficiency in Microsoft Office programs
- The physical requirements of this position are classified as medium work (exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently and/or up to 10 pounds of force constantly to move objects).
- This position requires climbing (stairs, ladders), stooping, kneeling, reaching, standing or walking for extended periods, lifting, grasping, visual acuity, keen spatial awareness and the ability to move within constricted spaces.
- Ability to work in a range of environmental conditions

### **COMPENSATION & BENEFITS**

Salary: starting upper \$40s commensurate with experience

Tudor Place provides excellent benefits to employees, including paid leave, paid holidays, free on-site parking and a Museum Shop discount for all employees; life insurance and medical benefits are available to full-time employees.

### **TO APPLY**

Please email Helen Hubbard-Davis, Director of Finance & Administration, at [careers@tudorplace.org](mailto:careers@tudorplace.org) with a resume and cover letter. Please include '**COLLECTIONS MANAGER**' in the subject line. No phone calls please.

**Tudor Place is an Equal Opportunity Employer**