



<b>Job title</b>	Collections Manager
<b>Reports to</b>	Chief Curator
<b>Status</b>	Part-time (15 hours/week), Year-round, Nonexempt, Hourly
<b>Direct Reports</b>	Volunteers
<b>Pay Rate</b>	\$19 - \$21 per hour

### Job Summary

Strawbery Banke Museum seeks a qualified Collections Manager responsible for the care and preservation of over 20,000 objects in the decorative arts collection and the archival collection. The Collections Manager will support department initiatives, including those related to research, exhibit planning and execution, interpretation, and publication; will maintain object records for the collection; process new acquisitions, produce cataloging sheets, and maintain the computer database. An ideal candidate will have the skill to perform minor conservation of objects in the collection.

### Duties and Responsibilities

#### Collections Duties

- Manage collections care for objects and archival records both in storage and in museum buildings. Maintain museum standards for processing and cataloging new acquisitions, current database (Past Perfect) and conduct routine collections care
- Manage the collections care behind the barriers in furnished houses on a regular basis
- Manage all incoming and outgoing loans
- Manage and engage volunteers for various projects such as audits of the collection
- Assist the public in accessing Strawbery Banke Museum archives
- Support the Curator with research and exhibition installation
- Support future department wide goals such as digitizing the collection

#### Additional Duties

- Assist with Museum events as assigned by the Museum Events Manager
- Participate in all training and workshops required of Strawbery Banke Museum staff, as possible

- with a two day a week schedule
- Serve as a member of the Safety Committee and attend, at a minimum, quarterly meetings
- Other duties as assigned

## Qualifications

- Bachelor's Degree, or equivalent experience, in Museum Studies, Library and Information Science, or a related field
- Minimum 2 years of experience, or equivalent in training, in museum registration or collections management
- Masters Degree and experience in historic preservation is preferred
- Thorough understanding of collections principles and management issues
- Strong working knowledge of Past Perfect or similar software programs

### **Requirements of all Strawberry Banke Museum Staff:**

SBM is committed to fostering a workplace that is truly equitable, inclusive, and accessible for a diverse group of staff, volunteers, and visitors. As such, it is an essential requirement that every SBM staff member:

1. Exhibit a positive, collegial attitude and ability to work cooperatively with others at all levels of the organization including direct reports, colleagues, supervisor, volunteers, and visitors of all ages, abilities, and cultural backgrounds;
2. Actively contribute to an organizational culture of empathy, dignity, trust, and respect. Each person at SBM agrees to proactively prevent and address issues such as unconscious bias, harassment, gender disparity, racial inequity, political divisiveness, and barriers to accessibility; and
3. Foster inclusive and engaging interactions, accommodate safety and comfort needs and requests, and to provide the best visitor experience possible. Staff members equally share the responsibility of immediately addressing a deficiency, and/or, notifying the appropriate department or supervisor to address any situations.

## Working Conditions

This position requires the ability to lift 50 lbs. and navigate the 10-acre historic site and the homes within it.

This position requires working occasional nights and weekends for Museum and Member events. The staff event schedule for Museum events will be coordinated in advance by the Special Events Manager. When occasional evening and weekend work is required for special events, the equivalent time off is provided within the same pay period whenever possible.

Must be physically and mentally able to perform the essential functions of the position, with or without reasonable accommodations.

The essential duties of this position require a combination of regular attendance onsite, but with the capacity for some remote work; the schedule to be determined in collaboration with the Director of Development.

## About Strawberry Banke Museum

Strawberry Banke Museum is a living history museum located in the heart of historic Portsmouth, New Hampshire. Dedicated to preserving and interpreting the history and culture of the Puddle Dock neighborhood, the museum showcases a diverse collection of restored buildings, exhibits, and landscapes

spanning more than four centuries. As one of the oldest and best-preserved neighborhoods in the United States, we are frequently lauded as one of the most important open air history museums in the country.

**Mission Statement:**

*To promote understanding of the lives of individuals and the value of community through encounters with the history and ongoing preservation of a New England waterfront neighborhood.*

**Vision Statement:**

*We bring history and people together for delight, discovery, and learning.*

**Strategic Framework:**

*Strawbery Banke Museum:*

*A place to learn,  
A place to gather,  
A place to preserve.*

**Core Values:**

*In order to create the best possible experience, SBM prioritizes the following core values, which are integral to the success of the museum, and the organization's commitment to the greater community that we serve.*

- Authenticity
- Engagement
- Inclusivity
- Innovation
- Integrity
- Sustainability

**Equal Opportunity Statement**

*Strawbery Banke Museum is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age, race, color, marital status, national origin, ancestry, religious creed, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), crime victim status, veteran status, uniformed service member status, or any other status protected by federal, state, or local laws. SBM is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.*

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*Job descriptions are subject to change over time; Strawbery Banke Museum reserves the right to modify the above job description as necessary to accommodate the evolving needs of the organization.*