

Collections Manager & Registrar Job Description

Position: Collections Manager & Registrar

Supervisor: President & CEO

Type: Full-time; Exempt

Salary Range: \$55,000 - \$62,000 annually

Organization Overview

Formed in January 2020, Revolutionary Spaces is a new organization on Boston's civic and cultural landscape. Our mission is to bring people together to explore the ongoing American struggle to create and sustain a free society as singularly evoked by the two national treasures we care for -- Boston's Old South Meeting House and Old State House.

Through community partnerships, contemporary forms of storytelling, and important civic conversations, Revolutionary Spaces strives to bring people together to explore the history and continue the work of democracy that took shape in these buildings, located two blocks from each other in the heart of downtown Boston. We are dedicated to creating experiences for our audiences that not only deepen understanding of the past, but also provide a fresh perspective on the world we live in today and help us create new ideas and tools to build a more just and equitable tomorrow.

Revolutionary Spaces is an equal opportunity employer. We center our work on the following values:

- **Inclusion:** We are dedicated to diversity, equity, and inclusion and ensuring accessibility on multiple dimensions.
- **Relevance:** We are dedicated to creatively linking lessons of the past with the interests and concerns of Boston's diverse communities today.
- **Boldness of thought:** We address challenging topics and promote understanding in response to controversy.
- **Engagement:** We encourage people to engage, add their voices to today's debates, and collaborate with others to discover new ways of thinking.

Position Summary

The Collections Manager & Registrar is responsible for the care of Revolutionary Spaces' artifact, archives and library collections. Reporting to the President & CEO, this role will play a key role in helping to integrate and set long-term direction for the care of the collection, which combines the holdings of the Bostonian Society and the Old South Association, our predecessor organizations that were among the first nineteenth-century historic preservation organizations.

The responsibilities of the position include overseeing the documentation, storage, preservation, handling, and responsible display of objects, as well as managing outside requests for research access and loans.

An entrepreneurial mindset, excellent project management skills, and an ability to work both independently and in a team setting are essential.

Primary Job Responsibilities

The Collections Manager & Registrar will work with executive leadership and the Collections Committee to help set a long-term agenda that will allow the organization to:

- Develop a strategy to digitize current museum collections, with special attention to the Old South Association collection;
- Assess overall conservation needs, set priorities, and assist with fundraising for conservation projects;
- Increase visibility of collections by presenting occasional programs and developing content for social media;
- Evaluate and propose materials for deaccession, and manage the disposal of objects in accordance with collection management policy;
- Plan and execute future moves of the collection from off-site storage to locations on the Revolutionary Spaces campus;
- Maintain intellectual and physical control over the collections, database, and records.

The Collections Manager is also responsible for the following core set of activities:

Documentation

- Maintain and update collections records, including the collections database and object files.
- Oversee accessioning and deaccessioning processes based on best practices, as directed by the collection management policy.
- Administer both incoming and outgoing loans, including completing documentation and facility reports, condition reporting, packing, shipping, receiving, and insurance.

Storage

- Manage on- and off-site storage facilities, including managing security and access, maintaining appropriate environmental conditions, and ensuring safety protocols.
- Work with the Manager of Facilities and Historic Preservation to set and monitor appropriate climate control standards in the buildings, as well as to develop and implement an integrated pest management plan throughout all museum sites.
- Coordinate the movement of objects from storage when needed for research, loan, or display, including contracting with fine arts shippers.
- Order and organize archival supplies for use in storage.

Collections Care & Conservation

- Identify conservation and stabilization needs of objects in the collection, and supervise any required conservation work, including facilitating shipping.

- Oversee disaster planning for collections, maintain disaster supplies, and serve on the internal disaster response team.
- Oversee security protocols and contracts and serve on internal safety and security committee.

Handling and Display

- Manage installation and de-installation of collections objects in exhibits, including working with designers and preparators for case and gallery displays and mounts.
- Work closely with Exhibits staff and contract designers and producers to assess stability of objects for display and ensure appropriate display and mounting conditions for exhibition projects.
- Ensure compliance with loan arrangements with other institutions.
- Monitor exhibits to ensure the stability and security of objects on display in galleries.

Research Access

- Respond to loan, research, and publication requests related to the collections.
- Facilitate and supervise access to the collection for study, exhibition and research.
- Manage and negotiate rights and reproductions for exhibitions and projects.
- Assist customers with image use requests, including completing documentation, invoicing, and providing digital images.
- Ensure maintenance of internal and external collections database.

Grant Writing support

- Collaborate with the Development Department to create proposals and grant applications for collections projects.

Administration

- Develop and implement annual budgets for the care and management of the collections, library and archives as well as special collections projects.
- With the CEO, set the agenda and lead quarterly meetings of the Collections Committee.
- Train and supervise outside consultants, part-time staff and collections interns.
- Work with the Finance department to ensure appropriate insurance coverage.

Desired Skills and Qualifications

- A minimum of five years of experience in collections management and direct object care; experience with libraries and archives a plus
- Master's degree in museum studies or a related field, or equivalent experience
- Understanding of best practices in collections care
- Facility with collections database software and digital asset management systems
- Experience with object preparation, exhibit fabrication, and display techniques
- Highly skilled in project management and committed to collaboration
- Excellent written and oral communication
- Familiarity with the budgeting process
- Valid driver's license



Physical Requirements

The work of this position takes place both in a regular office environment and at a historic site. Some staff offices are located on the third floor of a 300-year-old historic building without an elevator. As a result, the candidate should be able to carry objects weighing up to 50 pounds up and down the stairs.

Benefits

Generous vacation and Federal holidays schedule; 403b with 5% match after one year; Health insurance; FSA Medical & Dependent care accounts; Professional development; MBTA pass program; and free admission to many local museums.

Application Requirements

Application requires a cover letter and resume. Interested candidates should send a cover letter and resume to hr@revolutionaryspaces.org.

For more information about Revolutionary Spaces, visit www.revolutionaryspaces.org.

