



MUSEUM of NORTHERN ARIZONA

Title: Anthropology Collections Manager

Department: Collections

Status: Full Time, Exempt, Salary

Supervisor: Collections Director

Position Description: The Anthropology Collections Manager is responsible for the professional care, daily management, access, and maintenance of MNA's anthropology collections, including its organization, preservation, and storage. This position supervises and trains anthropology collection associates, collections assistants, interns, students and volunteers. As available, this position will respond to other needs relating to the Museum's Collections.

Major Tasks and Responsibilities:

- Supervises and trains collections associates and assistants, and other staff, students, and volunteers that work on Anthropology Collections.
- Manages archaeological collections contracts and curation agreements. Creates and maintains project budgets, work expectations and schedules; purchases supplies; hires staff.
- Coordinates and facilitates collections access requests by researchers, research associates, and the public, as well as responding to collections information inquiries and requests.
- Evaluates and coordinates the re-housing of anthropology collections.
- Coordinates the move of collections into new or improved storage conditions.
- Ensures compliance with government regulations related to anthropology collections, including reports and permits.
- Ensures accurate and up-to-date inventories and reconciliation of objects and records, including spot check inventories.
- Responsible for cataloguing anthropology collections.
- Maintains records of and prioritizes cataloguing backlog.
- Works with Collections Director in preparation of proposals, reports, and other associated documents.
- Responsible for implementation of Anthropology Collection grant awards.
- Advises the Department in the creation, development, and implementation of collections management policies; collection procedures; procedures manual; departmental goals and preservation planning.
- Coordinates and facilitates collections use in public programs.
- Provides public tours and assists with other programs.
- Oversees housekeeping and IPM related activities, as pertains to anthropology collections.
- Ensures object handling procedures are recorded, enforced, and maintained up to current museum standards.
- Works with Natural Sciences Collections Manager on development of Emergency and Disaster Response plan and risk assessment.
- Coordinates loans with Registrar. Packs anthropology collections for loans to outside institutions and for in-house exhibits.

Anthropology Collections Manager

Revised 4/3/15



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- Purchases archival supplies.
- Other duties as needed, which may include fieldwork.
- Fills in on all related tasks for ethnology collections, until such time as additional collections staff is hired.
- Acts as an enthusiastic advocate and personal representative for the Museum in the community by promoting its resources, programs and services.

Education and Experience Requirements:

- MA in Museum Studies, Anthropology, or other appropriate discipline preferred, with training in collections management and anthropology.
- Five years of museum collections management experience preferred.
- Experience with professional collections management software applications required.
- Familiarity with governmental regulations and legal requirements related to collections, and experience in compliance with same.
- Experience in supervising Anthropology Collections assistants, students, interns, and volunteers.

Abilities, Skills, and Knowledge:

- Knowledge of curation techniques, preservation requirements, archival storage needs, and registration procedures for anthropology collections.
- Up-to-date knowledge of museum professional standards and trends.
- Ability to maintain confidentiality in all professional matters.
- Demonstrated ability to communicate, orally and in writing, with staff, trustees, vendors, and others.
- Awareness of tribal cultural sensitivity issues.
- Good organizational skills and attention to detail.
- Familiarity with Microsoft office or other similar products.
- Ability to work independently, as well as part of a team.
- Ability to stand or sit for long periods, to stoop and bend, to lift at least 50 pounds, and to pack or unpack fragile items and reach overhead shelving.
- Visual acuity and ability to work at computer for extended periods of time.

Working Conditions: Generally works indoors. Occasional weekend and evening work.

Other Requirements

- Occasional travel.



MUSEUM of NORTHERN ARIZONA

Job offer contingent on satisfactorily passing criminal background check.

The Museum of Northern Arizona is an equal opportunity employer.

How to apply:

Send cover letter, resume, three professional references to:

Human Resources
Museum of Northern Arizona
3101 N. Fort Valley Rd.
Flagstaff, AZ 86001

Or fax to 928-774-1229

Or email in MS Word Format to employment@musnaz.org. Please indicate in your cover letter the position you are applying for.

Deadline: Open until filled with the first review of applications occurring on December 4, 2015. Please submit your application materials by December 3, 2015 to be included in the first review of applications.