



ANNOUNCEMENT OF OPEN POSITION

Title of the position:	Museum Collections Manager
Location:	DLNHC offices, 2750 Hugh Moore Park Road, Easton, PA and Museum Support Center, 1425 Spruce Street, Easton, PA
Reports to:	Director of Museum & Education
Type/Term of employment:	Full-Time (30 hr. workweek), Non-Exempt, Permanent
Compensation:	\$33,750 annual salary plus benefits
Expected Start Date:	Early September 2022

General Description: The D&L seeks a highly organized, detail-oriented individual with expertise in archival/collections management to oversee the collections of the National Canal Museum, which includes artifacts, framed art, maps and engineering drawings, and archival materials relating to the history of canals and associated industries. The Museum Collections Manager plays an important role in establishing protocols to improve the care and preservation of, and access to, the museum's collections. The Museum Collections Manager oversees the ongoing maintenance, storage, and proper display of the collections and the records that document them (both physical and digital). The Museum Collections Manager is responsible for establishing and maintaining high standards of collections care utilizing best practices in digitization, storage, environmental conditions, housing, cataloguing, etc. The Collections Manager will also help facilitate incoming and outgoing loans as well as providing access to the collections. He/she/they will supervise the work of collections interns and volunteers. This position is currently a 30 hour per week role with a flexible work schedule and the possibility of increased hours in future years. As the position requires regular physical interaction with and monitoring of the collections, remote work will be minimal.

Position responsibilities:

- Leads accessioning, deaccessioning, inventorying, processing, and cataloguing of collections.
- Maintains appropriate documentation of the collections, including paperwork relating to new acquisitions
- Maintains and updates the collections management database (PastPerfect)
- Participates in developing, implementing, and reviewing collection management policies and procedures.
- Oversees collection activity to ensure compliance with the Collection Management Policy and best practices in the field.

- Manages incoming and outgoing loans including risk assessments, insurance arrangements, condition reports, and safe shipping/handling.
- Implements proper physical care and organization of the collection through appropriate storage, handling, security, and environmental monitoring.
- Coordinates the conservation, restoration, and digitization of artifacts, including the identification and selection of vendors to perform specialized work.
- Responds to research requests and facilitates access to the collection for members of the public.
- Manages reproduction requests including negotiation of use agreements/fees.
- Prepares reports on collection-related activity for the D&L Board, grant-making organizations, and other stakeholders.
- Trains and supervises interns and volunteers working with collections.
- Makes recommendations on budgetary requirements for conservation, storage, and other maintenance of the collection and assists with grant applications for collections funding.
- Assists with developing digital content to engage the public with the collection (social media posts, webpages, online catalogs, etc.)
- Attends and participates in monthly staff meetings and annual staff retreats
- Other duties as assigned

Qualifications/Requirements:

- Master's degree in Library and Information Science, Collections Management, Museum Studies, Public History or a related field with a specialization in archival studies or collections management; or equivalent combination of education and experience
- Practical, hands-on experience with processing and digitization in collections/archives, including use of a collections management system (preferably PastPerfect)
- Knowledge of the concepts, principles and best practices of collections/archival management, including proper handling, storage, documentation, preservation and/or maintenance
- General knowledge of 19th and early 20th century American history. Demonstrated interest in the history of canals, railroads, or related industries of the region is a plus
- Excellent organizational, project, and time management skills
- Proficiency using MS Office software (Word, Excel, Outlook) and Adobe software (Acrobat and Photoshop)
- Positive interpersonal skills and willingness to collaborate in a team environment
- Excellent written and oral communication skills
- Ability to work independently with minimal oversight
- Valid driver's license in good standing

Physical Demands: Work requires a variety of physical activity including sitting or standing for extended periods of time, kneeling or crouching, and lifting up to 30lbs. The employee may need to climb a step ladder to reach objects on higher shelves. The employee is required to use hands to feel and handle objects. Specific vision abilities required by this job include close vision, color vision and depth perception. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment: Work for this position may require significant time spent in climate-controlled spaces (63 degrees F) with little to no natural light. Office spaces are open-plan with noise levels that are low to moderate. The work environment described here is representative of that encountered by the employee

while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

All employees are provided an annual performance review. All employees are expected to attend staff meetings and the annual full-day staff retreat. All employees are required to act respectfully toward individual co-workers and toward the D&L's overall organizational structure.

Benefits: Full-time employment benefits include paid holidays, paid vacations, paid personal leave, Social Security, Unemployment Compensation Insurance, Workers' Compensation Insurance, funeral (bereavement) leave and various leaves of absence, health and disability insurance, flexible spending account, and 403(b) retirement plan.

Background: The Delaware & Lehigh National Heritage Corridor (D&L) preserves the historic pathway that carried anthracite coal and iron from Wilkes-Barre to Bristol, PA. The organization was established by Congress in 1988 to celebrate our nationally significant story centered on the transport of anthracite coal from the mines of Luzerne and Carbon County to the markets in the Lehigh Valley and Philadelphia (via Bucks County). The D&L Trail is a multi-use trail spanning over 165 miles from the mountains of northeast Pennsylvania, along rivers and through the Lehigh Valley and Bucks County. In 2017, D&L merged with the National Canal Museum to incorporate the archives, museum, canal boat and educational programs into preservation and education efforts. Today, we are an AAM accredited Smithsonian Affiliate and an organization with the ability to connect people to unique experiences in nature and the environment, community and economic impact, health and recreation, history, preservation, and education.

HOW TO APPLY: Applications will be reviewed on a rolling basis until the position is filled. Applications should be submitted at delawareandlehigh.org/about/team/ under Employment Opportunities.

The Delaware & Lehigh National Heritage Corridor, Inc. (D&L) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the D&L organization complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.