



# Job Description

## General Information

**Position Title: Collections and Exhibitions Specialist**

**Department: Wellin Museum of Art**

**Date: May 5, 2014**

**Reports to: Director and Associate Director and Curator**

**Location: Ruth and Elmer Wellin Museum of Art**

**FLSA Classification:**  
(circle one)  
Non-Exempt (Hourly)  
Exempt (Salaried)

## Position Summary

The Collections and Exhibitions Specialist works closely with the museum staff on collection management, planning and production of museum exhibits, and supporting access to the art collection.

## Responsibilities (Essential Functions) Include % of time spent for each Essential Function

- 45%** Responsible for the registration of collection items; for maintaining records and files, physical and digital, of accessioned works of art and objects on loan to the Museum; maintaining support files related to collections items; developing and implementing object inventories; logging object movement and locations; and for the preparation of reports on collections items and gifts of art. Responsible for managing extended loans to the Museum and for monitoring works from the collection installed on campus. Prepares and manages incoming and outgoing loan agreements with museums, galleries and private collectors. Coordinates all aspects of the receipt and dispersal of incoming and outgoing artwork, including organizing and coordinating transit; preparing incoming and outgoing receipts; ensuring appropriate insurance coverage for incoming and outgoing artworks; and preparing and maintaining photo and written condition reports of objects on loan. Assists with packing art for storage or transport and with crating and uncrating of artworks. Responsible for the care and maintenance of the museum collection, including pulling and preparing artworks for storage or exhibition; performing basic preservation procedures; numbering/labeling artifacts; moving of collections items; coordinating transportation of artworks to and from approved conservation facilities; reviewing conservation proposals and estimates with the curator; arranging for insurance and gift appraisals; maintaining insurance records and ensuring appropriate insurance coverage for collections items on loan and in transit. Works with the curator to develop schedules for rotating sensitive collections items off exhibit or implements other actions to conserve exhibited artifacts; to identify and solve collections conservation problems; and to develop collections management policies and recommendations for acquisition or de-accessioning. Schedules and oversees photography of collection objects and exhibition installations. Coordinates collections meetings including contacting participants and developing agendas. Assists with the museum accreditation process. Performs other tasks as required.
- 35%** Makes works from the permanent collection available for use by students, faculty, local educators and scholars; schedules and supervises classes held in the seminar rooms; trains and schedules student monitors for seminar rooms; researches database of collection pieces; retrieves relevant information and prepares research documentation in response to requests from curators, staff, faculty, students or museum patrons.
- 10%** Works with the Building Manager/Preparator to monitor the condition of collection items on exhibit and the environmental conditions of the exhibits; monitoring collections storage areas for proper environmental controls and space utilization; and maintaining an inventory of preservation materials.
- 10%** Works with the educational programming and outreach staff to organize workshops, tours or other educational programs that require access to the art collection and exhibitions.



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## Education and Previous Experience Requirements

MA in Museum Studies, Art History or related field with curatorial and/or registration experience in a museum setting; or 5 years' museum curatorial and/or registration experience.

## Knowledge, Skills, and Abilities

Job-related qualifications representing the knowledge, skills, and attributes an individual needs to possess in order to perform the job in a satisfactory manner. Understands and adheres to the standards prescribed by the American Association of Museums and the American, including the collections policies and the code of ethics, as well as accepted good practices.

## Physical Dimensions

Indicate how often the following physical demands are required to perform the Essential Job Responsibilities.

Activity (Hours per Day)	Never	Occasionally	Frequently	Constantly
	0 hours	Up to 3 hours	3-6 hours	6-8+ hours
Sitting				
Walking				
Standing				
Bending (neck)				
Bending (waist)				
Squatting				
Climbing				
Kneeling				
Crawling				
Twisting (neck)				
Twisting (waist)				
<b>Hand Use</b>				
Is repetitive use of hand required?	Yes		No	
Check the frequency of activity required of the employee to perform the job				
Activity (Hours per day)	Never	Occasionally	Frequently	Constantly
	0 hours	Up to 3 hours	3-6 hours	6-8+ hours
Simple grasping (right hand)				
Simple grasping (left hand)				
Power grasping (right hand)				
Power grasping (left hand)				
Fine manipulation (right hand)				
Fine manipulation (left hand)				
Pushing and pulling (right hand)				
Pushing and pulling (left hand)				
Reaching (above shoulder level)				
Reaching (below shoulder level)				
<b>Lifting</b>				
Please indicate the daily lifting requirements of the job	Never	Occasionally	Frequently	Constantly
	0 hours	Up to 3 hours	3-6 hours	6-8+ hours
Lifting 0-10 lbs				



# Job Description

Lifting 11-25 lbs	
Lifting 26-50 lbs	
Lifting 51-75 lbs	
Lifting over 75 lbs	



**Reviewed and Approved:  
(Sign and Date)**

**Department Manager/Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Director/VP:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Human Resources:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Union Representative (If Applicable):** \_\_\_\_\_ **Date:** \_\_\_\_\_