



Title: Director of Collections

Reports to: Curatorial Chair for Collections

Department: Curatorial

Start: Late summer 2022

Job Type: Full-time (5 days/week)

Overview: The American Folk Art Museum seeks a talented and experienced Director of Collections to provide leadership in all aspects of the management of the Museum's art collections. Overseeing the care of approximately 7,500 works of art across diverse media, time periods, and origins, the Director of Collections will be an essential member of AFAM's team. She/he/they will report to the Curatorial Chair for Collections but collaborate closely with the Museum's Curatorial Chair for Exhibitions and other Museum Staff in the advancement of AFAM's mission through its active programs of collections- and exhibition-related activities.

Responsibilities:

Collections Care & Conservation

- Responsible for the physical control and overall safety, preservation, inventory, maintenance, and documentation of the Museum's art collections
- Manages the collections environment, monitoring climate and pest control in exhibition galleries and storage spaces; ensuring collections security; making determinations about proper storage; and monitoring condition
- Manages art appraisals and insurance coverage
- Initiates and supervises conservation assessments and treatments
- Serves as project manager for ongoing grants related to the Museum's collections
- Collaborates with the curatorial team to identify priorities for additional ongoing projects

Records Management

- Administers the Museum's collections database (TMS), maintaining accuracy of cataloguing and updating records with relevant exhibition, loan, and research information
- Maintains physical object files including filing of curatorial research
- Processes all accessions and deaccessions to the collections
- Tracks planned gifts and bequests to the collections
- Manages ongoing digitization of the Museum's collections, including the supervision of ongoing photography
- Provides access to records and objects for outside researchers and Staff as required

Exhibitions, Loans & Logistics

- Manages professional handling, packing and shipping for all art transport including incoming and outgoing loans, accessions and deaccessions, and exhibition installation

- Actively participates in the exhibition development process, providing guidance to curators and contractors during the design and construction phase
- Manages the ordering of furniture and procurement of other materials for exhibition
- Prepares AFAM facility reports and object loan contracts and negotiates terms with lenders
- Manages the preparation of objects for display and supervises AFAM gallery installation and deinstallation
- Plans and manages all incoming and outgoing loans and objects held in temporary custody
- Monitors ongoing safety of installed objects in AFAM's galleries
- Coordinates all logistics for the preparation, packing, and shipment of traveling exhibitions
- Provides guidance to borrowing institutions for the receipt and installation of loans and traveling shows
- Serves as a courier as needed
- Works with the curators to prepare for quarterly Collections Committee meetings by organizing object examinations
- Manages the review of outside loan requests and presents them to the Collections Committee for approval

Policy and Best Practice

- Takes lead role in planning, implementing and reviewing collections management objectives, making recommendations to the curators
- Ensures adherence to museum best practices and AFAM's Collections Management Policy, initiating updates as needed to that policy and other registrarial forms and legal documents
- Ensures compliance with laws and regulations pertaining to collections issues and flags issues of potential liability for the Museum
- Stays abreast of ongoing best practices through research and development within professional networks

Additional Responsibilities

- Serves as a face for the Museum in interactions with potential art donors and other museum patrons
- Represents the Museum at professional events including exhibition openings and symposia
- Supervises art handlers
- Manages budget for collections-related expenses and collaborates with curators and other Staff to track exhibition budgets
- Additional duties as required

Qualifications:

- Minimum 5-7 years of experience managing collections in a museum or other institutional setting

- Ability to manage complex projects, defining goals, establishing workflows, and delegating tasks
- In-depth knowledge of collections care best practices
- Exceptional project management skills – including budgeting, planning, and organizational capabilities – with demonstrated ability to think strategically while meeting immediate goals
- Collaborative approach to communication
- Creative and proactive problem-solver
- Commitment to issues of diversity, equity, accessibility and inclusivity
- Knowledge of TMS preferred

Salary & Benefits:

- Salary of \$70,000 - 78,000
- The American Folk Art Museum offers a robust Employee Benefits Plan, including fully paid single health insurance, generous Paid Time Off, and discounts on local transit passes

To Apply:

- Please submit materials to Lisa Martinson (she/hers), Human Resources & DEAI Manager at lmartinson@folkartmuseum.org Applications will be reviewed from that date until the position is filled. First round interviews will be conducted virtually.
- Application Materials: CV; letter of interest
- Candidates from historically underrepresented backgrounds in the Museum field are encouraged to apply

Equal Opportunity Employer

The American Folk Art Museum provides equal opportunity to all employees and applicants for employment without regard to race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, mental or physical disability, pregnancy, alienage or citizenship status, marital status or domestic partner status, genetic information, genetic predisposition or carrier status, gender identity, HIV status, military status and any other category protected by law in all employment decisions, including but not limited to recruitment, hiring, compensation, training and apprenticeship, promotion, upgrading, demotion, downgrading, transfer, lay-off and termination, and all other terms and conditions of employment.