

**Saint Augustine Lighthouse & Maritime Museum, Inc.
Job Description**

Job Title:	Collections Manager		
Reports to:	Collections		
Department:	Collections	FLSA:	Non- Exempt

Job Summary:

This is a hands position with administrative responsibility for Collections with the goals of maintaining our existing Exhibits and new artifacts from the field. Development and maintenance of records systems including moving, storage and arranging of shipping.

Supervise the maintenance of legal documents, insurance, histories of use, and physical histories of permanent collection and loan objects. Review and coordinate updates of Registrar Department policies, procedures and forms. Formulate and maintain Registrars Department budget. Supervise Associate Registrar and Assistant Registrar; as well as coordinate with Exhibition Designer and Preparators on the handling, movement, storage, conservation and packing of all art in permanent collection and on loan. Coordinate conservation treatments of permanent collection and loaned works and oversee photography needs of the collections and exhibition installations.

Major Responsibilities:

Accession all museum permanent gifts and purchases with the guidance of the Division Director and ED.

Document and acknowledge all gifts to the museum.

Supervise the development and maintenance of records including provenance, insurance, condition, and location.

Identify, document, and catalog all items entering and/or leaving the Collections.

Maintenance of all records in Past Perfect Systems.

Manage the moving, storage and arranging of shipping items.

Performs other duties as requested and assigned.

Successful Candidate:

Advanced Degree or equivalent years of experience in appropriate field required.

Preferred experience in managing a collection and involvement with regional and National Preservation activities, systems and processes.

Prefer experience with Past Perfect database or willingness to learn software systems. Familiarity with the Secretary's Standards for Historic Preservation and National Park Service standards for Cultural Resources. Prefer some knowledge of archaeological conservation.

The successful candidate must be highly organized and excels at very detailed work.

He or she should also be a problem solver in a complex environment and have a drive to finish projects on budget and meet deadlines.

He or she must also be a successful communicator, have a sense of humor, and thrive on making processes and people work smoothly together.

Essential Functions/Physical Requirements:

The duties above indicate the essential functions of the job. Must be able to climb many stairs in the lighthouse tower and perform required duties for periods of 2.5 - 3 hours standing. Operational flexibility is required to meet sudden and unpredictable business needs. Portions of the job will be carried out in a typical Florida outdoor environment. Moderate lifting of 25 pounds and moving items will be required. PR training to be furnished at the organizations expense.

Uphold our Mission Statement

To Discover, Preserve, Present and Keep Alive the stories of the Nation's Oldest Port as symbolized by our working St. Augustine Lighthouse.