

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

Job Title:	Collections Manager	Schedule:	Tues-Sat
Reports to:	Chief Curator		
Department:	Research & Collections Division	FLSA:	Non- Exempt

**Job Summary:**

The St. Augustine Lighthouse & Maritime Museum, Inc. is a private non-profit 501c(3) Florida Corporation that is a Smithsonian Affiliate and is accredited by the AAM. All staff are active in serving the public on a weekly basis as the Museum is sustained through a combination of heritage tourism, grants, sponsorships and donations. Over 200,000 visitors from all walks of life enjoy the site of Florida’s first lighthouse each year.

This is a hands-on position that manages the Museum’s collection, library and archives, under the goals and direction set by Collections Policy and the Chief Curator. Furthermore, the position plays a role in helping to coordinate and facilitate the production and installation of temporary and permanent exhibitions within a team of curators, archaeologists, conservators, exhibit, interpretive and operations staff whose aim is to add value and enhance storytelling to create intellectual and emotional connections.

The successful candidate will be a creative problem solver, have strong organizational skills, a team-oriented perspective and will work collaboratively in a multi-disciplinary museum. A positive demeanor and the ability to learn new skills quickly are essential traits. Different combinations of skills can serve to qualify a candidate for the position.

The successful candidate will be dedicated to the success of the whole Museum which has a focus on historic preservation of the St. Augustine Light Station, storytelling and excellent customer service about the oldest continually occupied port city in the continental US, and interpreting original maritime research including archaeological investigations of shipwrecks and other submerged cultural resources and more for a diverse audience.

Supervise the maintenance of legal documents, insurance, histories of use, and physical histories of permanent collection and loan objects. Formulate and maintain Collections budget as aligned to the Strategic Plan. Work with curators and archaeologists to annually catalog and secure both objects and concretions from the field.

May supervise volunteers or interns. Coordinates with Exhibition Designer and Preparators on the handling, movement, storage, conservation, display, interpretation support and packing of all art and artifacts in the permanent collection and on loan. Coordinate conservation treatments of permanent collection and loaned works and oversees casework, object placement, inventory, photography needs of the collections and exhibition installations.

**Major Responsibilities:**

- Accession all Museum permanent collection gifts and purchases with the guidance of the Division Director (Chief Curator) and under operational procedures set by the Executive Director
- Document and acknowledge all related donations to the Museum. Thanks donors and answers inquiries promptly.
- May interface with community or statewide professional organizations, represents the Museum as it's representative to the Florida Lighthouse Association (some travel required).
- Supervises the development and maintenance of records including provenance, insurance, condition, and location, inventory, care guidelines according to industry best practices.
- Identifies, documents, and catalogs all items entering and/or leaving the Collections via accessioning or deaccessioning processes.
- Maintenance of all records in Past Perfect Systems or related software.
- May help plan and carry out digitization of records and objects.
- May help write grants or give tours to help fund collections related goals. Will track receipts and expenses related to collections management.
- Manages the moving, storage and arranging of shipping items.
- Performs other duties as requested and assigned including regular shifts on the lighthouse tower.

**Successful Candidate:**

BA/BS in Museum Studies, American Indian Studies, Anthropology, Art History, Natural History, Museum Studies, U.S. History or equivalent required. Advance Degree in related field preferred or the equivalent combination of degree and experience in the field.

Experience with exhibitions and collections preferred • Knowledge of material culture theory • Knowledge of culturally responsive collections management practices, those practices that take into consideration the culture that produced an object, with particular emphasis on maritime culture.

Demonstrated skill in collections management databases (PastPerfect preferred) and MS Office suite or other. Must be able to use calendars, spreadsheets and communicate clearly in on-line database and intranet systems.

Demonstrated knowledge of professional museum practices and standards, including registration methods, object loans, safe object handling, conservation, packing and shipping, proper storage, security measures and object numbering techniques • Experience in collections management procedures: accessioning, retrieval, attributions, documentation, proper storage and handling techniques • Ability to implement strategic collections management plans and acquisition policies • Ability to implement and adhere to Collections Management policy • Ability to lead and train volunteers and interns • Experience with museum display, such as mount making, and exhibition techniques and standards • Ability to set and meet deadlines; manage projects, exhibit installations and planning • Excellent interpersonal, organizational, and written and oral communication skills. Ability to work independently and as part of a

team, establishing and maintaining effective working relationships with fellow employees, volunteers and general public.

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, kneeling, crouching, or walking. 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. Will work in a remote location for a portion of the time.

**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.*