



Bucks County Historical Society Immediate Full-Time Opening: *Collections Manager*



Organizational Background

Located in Doylestown, in the heart of Bucks County, PA, the Mercer Museum & Fonthill Castle, operated by the Bucks County Historical Society (BCHS), are two historic concrete castles that celebrate the life and legacy of Henry Chapman Mercer (1856-1930), American archaeologist, anthropologist, ceramicist and scholar.

The Mercer Museum, one of Bucks County's premier cultural attractions and a Smithsonian affiliate, features both local and national seasonal exhibits as well as a collection of over 50,000 pre-Industrial tools. This permanent collection offers visitors a unique window into pre-Industrial America and is one of the world's most comprehensive portraits of American material culture.

Fonthill Castle was home to Henry Chapman Mercer and served as a showplace for his collection of tiles and prints. Fonthill Castle features Mercer's renowned, handcrafted ceramic tiles designed at the height of the Arts and Crafts movement.

Description

The Collections Manager is responsible for the registration, documentation, care, and preservation of all two- and three-dimensional materials held within the collections of the Bucks County Historical Society, and specifically its Mercer Museum and Fonthill Castle collections. The Collections Manager functions within a curatorial team, as well as the greater organization. The

Collections Manager may in turn supervise collections assistants, as well as interns, temporary staff, or volunteers working on collections-related projects. The position also helps to train and guide the work of facilities/custodial staff when performing collections-related housekeeping.

Key Areas of Responsibility

Collections – Records:

- Manages the museum collections database (Argus) and online catalogue; supervises entry of information into that program, maximizing public accessibility to collections and collections information.
- Manages incoming and outgoing loans, including related tasks such as arranging for appraisals and insurance, monitoring condition, and supervising packing and shipping.
- Conducts the accessioning and cataloging of museum artwork and artifacts; documents artifacts as they enter as well as leave the collections.
- Supervises or performs new artifact photography, and the maintenance and organization of collections images.
- Conducts and manages periodic collections inventories. Oversees the movement and re-housing of collections.

Collections – Services:

- Manages and responds to public requests for information about museum collections; processes and facilitates collections access requests.
- Develops policies, procedures and fees for photographic services program in consultation with the Senior Director of Library & Collections.

Collections – Preventative Conservation and Care:

- Coordinates, supervises and participates in the physical movement of artifacts and archival materials for exhibits, study, and storage projects.
- Develops and coordinates training in object/materials handling and care for other staff, volunteers, and interns.
- Develops, coordinates, and supervises projects to improve storage and exhibition conditions; regularly monitors the condition of collections on exhibit and in storage.
- Collaborates with the Facilities Department in implementing pest management program; reviews reports and recommends interventions as necessary.
- Assists with, special collections care and conservation projects as assigned.

Operations and Administration:

- Executes approved departmental plans and objectives, supervising and delegating tasks to assistants, volunteers and interns; maintains communication among collections staff.
- Assists with the development of grant proposals to support specific collections care and management projects.
- Serves as a member of the security staff, with responsibilities for museum openings and closings, and security coverage as assigned.

- Monitors supply needs for collections care and management projects; procures supplies and materials as necessary and as budgeted.
- Assists in the development, review and revision of emergency procedures and response plans for Mercer and Fonthill Museums as they impact collections. Serves as a member of the response and recovery team.
- Participates and provides curatorial support to special events and programs as assigned.
- Other duties as assigned.

Qualifications Summary:

- Bachelor degree or demonstrated, equivalent experience in one or more of the following fields: museum studies, public history, archives management, or related discipline.
- Professional-level knowledge and familiarity with museum artifact care and conservation concerns and procedures, including best practices in artifact handling, housekeeping, environmental concerns, condition reporting, and security.
- Professional-level knowledge and familiarity with collections management concerns and procedures, including best practices in object registration, numbering, cataloging, and inventory methods.
- Professional-level research and documentation skills, including the ability to extract and interpret information from primary and secondary sources, data files, and other resources.
- Ability to operate a PC, including familiarity with collections databases, word processing software, digital imaging software/hardware, e-mail, internet searching.
- Excellent communication skills, both verbal and written.
- Strong organizational skills with attention to detail.
- Ability to operate a digital camera for photographic documentation.
- Ability to work independently, but also flexibly and cooperatively with co-workers and volunteers.
- Ability to prioritize and handle multiple tasks simultaneously.
- Ability to handle confidential information with discretion.
- Ability to meet physical demands, including standing, walking, climbing stairs and ladders, seeing, reaching/bending, working at heights, and lifting a maximum of 40 lbs.

Position Details:

- Salary range is \$50,000 - \$55,000 based on skill and experience.
- This is a full-time, exempt position, reporting to the Senior Director of Library and Collections.
- This is an on-site, in-office position, which requires some rotation among multiple work sites.

Interested candidates should send a cover letter, résumé, and three references as a single PDF to careers@mercermuseum.org, ATTN: Collections Manager

The Bucks County Historical Society provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.