



### **Job Description – Collections Manager**

The Cahoon Museum of American Art is seeking an experienced Collections Manager. The Collections Manager is responsible for all aspects of the care and management of artwork owned or on loan to the Cahoon Museum. Responsibilities include conducting a physical inventory of the museum's collections, overseeing the transition of the museum's database from Access to Past Perfect, managing and maintaining the collections database, handling incoming and outgoing loans, and managing movement of objects in temporary and permanent exhibitions.

Reporting to the Director, this is a 20 hour per week position for a two-year period with opportunity for growth. The ideal candidate has a positive team-based approach and enjoys working collaboratively with the Museum's Director/Curator and Research Coordinator to improve the documentation, care, and preservation of the Museum's collection of American art in keeping with best practices in the field.

Qualifications include a minimum of three years of professional experience working with museum collections, knowledge of collections management best practices, and experience with the safe handling, packing, movement, and shipping of collection objects, demonstrated experience with Past Perfect, and excellent organization, time management, and communication skills.

Please email a letter of interest and resume to Sarah Johnson, Director/Curator at [employment@cahoonmuseum.org](mailto:employment@cahoonmuseum.org).