

The University of Texas at San Antonio

Job Description

Job Title: Museum Collections Manager
Code: 18089
Salary Grade: 57
FLSA Status: Exempt
Department/Division: Institute of Texan Cultures
Reports To: Director of ITC Education & Interpretation

Summary

- Function: To perform in an independent fashion responsible curatorial work involving acquisition, registration, conservation, preservation, and interpretation of items of material culture used in exhibits and educational programs.
- Scope: Responsible for managing collections, coordinating artifact acquisitions, and performing assignments requiring technical curatorial expertise.

Duties

- Typical:
 1. Supervises and participates in the installing and handling of all artifacts and determines suitability of artifacts for display.
 2. Maintains collection management records, related computer database, and storage area.
 3. Responsible for first level decisions concerning identification, evaluation, interpretation, conservation, and preservation of all artifacts used in exhibits and programs to include consulting on contract arrangements with artifact owners.
 4. Manages all changes including the accessioning and deaccessioning of the collection and extending of loans and new loans.
 5. Coordinates and performs inventory of collection.
 6. Performs other duties as assigned.
- Periodic:
 1. Assists with estimates of time and materials required for jobs.

Education

Required	Preferred
Master's degree with major coursework in field of assignment.	N/A

Other Requirements

Required	Preferred
Criminal Background Check. (CBC)	N/A

Experience

Required	Preferred
Two years of related experience.	More than two years of related experience.

Equipment

Required	Preferred
Excellent computer skills and the ability to use standard office machines.	N/A
Knowledge of the operation of basic equipment used in the field.	

Working Conditions

Usual	Special
Normal office environment.	Some travel, evening, and weekend work.
Occasional exposure to photographic chemicals and those used in handling artifacts.	

Supervision

Received	Given
General on all programs from supervisor.	To other staff as assigned.

Accuracy

Accurate in all phases of the work.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
