

SHORELINE HISTORICAL MUSEUM

COLLECTIONS MANAGER

Reports to: Museum Executive Director

Full-time - funded for 18 months with possibility of extension

Salary and Benefits: - \$51,000 annual, up to \$400 per month for health benefits, 10 days paid vacation, Federal holidays with comp day for those that fall on Mondays, 2 days personal leave (can be used incrementally), and 10 days sick leave per annum

Schedule - Tuesday through Saturday, with evening Board meetings and occasional events at various times

SHORELINE HISTORICAL MUSEUM

The Collections Manager will become the second full-time employee with a variety of job responsibilities reporting to the Director. Shoreline Historical Museum has operated with only one paid staff member and multiple committed volunteers and interns since its origin in 1975. For many years, it was housed in a former School Building until the School District needed the building again. The Museum then moved to its current location. A small, converted house holds the exhibits and another smaller building contains the office and a limited meeting space. A new two-story Collections and Archives building has since been built and put into use. Recently the Museum created and then planted a Miyawaki Forest on Museum property with the enthusiastic and active participation of the local community.

MISSION OF SHORELINE HISTORICAL MUSEUM

The Mission of the Shoreline Historical Museum is to serve the public by preserving, recording, and interpreting the heritage of the historic Shoreline School District (65th/95th at the old Seattle City limits to 205th, Puget Sound to Lake Washington) and its relationship to the surrounding region. The Museum's service area includes the cities of Lake Forest Park, Shoreline, and the neighborhoods of North Seattle, such as Sand Point, Wedgwood, Lake City, Licton Springs, Northgate, Broadview and Haller Lake. The Museum, through its activities, provides cultural, historical and educational benefits for all, and opportunities to gather as a community.

LAND ACKNOWLEDGEMENT*

We recognize that the Shoreline Historical Museum exists on land stewarded since time immemorial by dx^wdəwʔabš (Duwamish Tribe). We honor with gratitude the land itself and its caretakers.

DEAI*

We at the Shoreline Historical Museum strive to create an organization that is diverse, equitable, accessible, and inclusive. We use a model that:

- Identifies the **diversity** in the communities of which we are a part.
- Establishes **equity** by prioritizing needs of historically under-served communities.
- Creates **access** based on community needs.
- Develops **inclusion** by fostering belonging.

We address these goals in part by:

- Institutional growth through community, board, and staff input
- Community based exhibits and programs
- Using our resources to support individuals and community organizations
- Financial contributions to Black and Indigenous organizations as well as those that support ending homelessness including Duwamish Tribe, Grounded, JHP Legacy, Penny's Place, and Center for Human Services.

*These are statements developed through community, Board, and staff input though have not been formally adopted. We look forward to the person who fills this position being a part of this process to establish our institutional statements.

SCOPE OF POSITION

The Collections Manager will be responsible for managing the Museum's collections and collection practices. Duties will include the assessment of all incoming collections, retrieval, unpacking, and evaluation of existing stored items. Additional duties will include managing, cataloging and inventorying collection items. This position will be responsible for developing, managing and working with a Museum Collections Committee, as well as coordinating the work of Volunteers.

Work with the Collections Committee will include development of an Acquisition Plan. The Plan will include how to ensure that collections and archives are securely and properly maintained. Access for researchers, and use for educational programs and exhibit development must also be addressed.

The position will involve working with the Director and community members on exhibits, to enhance the interest and education of the community and visitors.

The Collections Manager will seek grants pertinent to Collections, Exhibits, and similar Museum interests. Preparation of a budget in support of the Collections and related areas will be required.

WORK SITUATION DUTIES

This position involves competing demands, and requires a self-motivated individual who is able to work cooperatively and collaboratively in varied situations. This includes Museum volunteers, who provide much of the day-to-day work done by the Museum and engaging with visitors.

Strong computer skills are necessary with knowledge of Microsoft Office applications and programs necessary for cataloging, data base management, and other needs in collections management. Knowledge of new computer programs and an ability to update software as they emerge is also required.

QUALIFICATIONS

A Bachelor's degree in a related field with professional experience in collections that includes knowledge of best practices and standards in collection management.

Experience and ability to lead others such as volunteers, interns, as well as work collaboratively with Committees.

APPLICATION PROCESS

Submit a cover letter and resume which includes three references to:

Dr. Andrew Thurman, Board President
Shoreline Historical Museum (shm@shorelinehistoricalmuseum.org)
P.O. Box 55594
Shoreline WA 98155