



# AMERICA'S CAR MUSEUM®

Now Seeking Candidates For The Following:

## COLLECTION TECHNICIAN

**REFERENCE JOB#:** W-3250

**CLOSES:** When Filled

**APPLICATION PROCESS:** See bottom of ad

AMERICA'S CAR MUSEUM is an Equal Opportunity Employer

---

<b>DIVISION:</b>	<b><u>ACM - Operations</u></b>	<b>DEPARTMENT:</b>	<b><u>Collections</u></b>
<b>REPORTS TO:</b>	<b><u>Collections Manager</u></b>	<b>FLSA STATUS:</b>	<b><u>Exempt</u></b>
<b>FTE STATUS:</b>	<b><u>1.0 (Full-time)</u></b>	<b>DRIVING CLASS:</b>	<b><u>Required</u></b>
<b>SUPERVISES:</b>	<b><u>Collections Volunteers &amp; Interns</u></b>	<b>BENEFITS:</b>	<b><u>Eligible</u></b>

---

### GENERAL SUMMARY:

The Collections Technician works under the general direction of the Collections Manager and is responsible for the care, operation and maintenance of vehicles owned or on loan to the museum. The Collections Technician oversees the mechanical and visual maintenance, historic conservation, preservation and restoration of the museum's vehicle collection and assists with the collection display, collection acquisition and implements collection sales processes. The Collections Technician establishes and oversees shop practices, establishing and implementing safety procedures, creating vehicle operation procedures and driver training in accordance with organizational objectives and goals.

This position description has been designed to indicate the general nature and level of work performed by jobholders within this role. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job. To perform the job successfully, an employee must perform each essential responsibility satisfactorily. These requirements are representative, but not all-inclusive, of the knowledge, skills, and abilities required for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

### PRIMARY OBJECTIVES:

1. Establish and maintain best practices in vehicle maintenance, preservation, and restoration;
2. Assess, categorize and preserve the Collection through following established policies, procedures, and practices of the Collection Department;
3. Maintain museum vehicles for static display, exhibition, and/or operation including routine exercise, cleaning and maintenance programs, and preparation for travelling;
4. Maintain Collections "running fleet" of service vehicles as Museum vintage vehicles to be available for safe operation on demand;
5. Develop and oversee shop policy and procedures for operation and safety;
6. Develop and conduct training programs for Collections Volunteer Team and Collection Interns;
7. Assess and prepare donated vehicles and other property donated to the Collection.

## **MAJOR RESPONSIBILITIES:**

1. Overseeing the mechanical and visual maintenance of the vehicle collection, including performing basic service, maintenance, conservation, and preservation duties, and sourcing/ordering parts, supplies, and services as needed;
2. Overseeing the historic conservation, preservation, and restoration of the collection;
3. Implementing the auction sales process of vehicles and artifacts released for sale at auction;
4. Overseeing safety training of volunteer staff and interns working in and around the collection;
5. Maintaining the inventory of, and supervise the handling, use, and storage of shop supplies, tools, parts, equipment, and hazardous materials;
6. Performing assessments, creating work plans, and recording service, maintenance, conservation, and preservation activities;

## **QUALIFICATIONS:**

The incumbent for this position must be at least 21 years of age and possess a valid Driver License with a clean driving record, and a Bachelor's Degree in Automotive Technology and 2 years of experience in automotive repair, service, conservation, preservation or restoration of vintage or museum-quality vehicles OR an Automotive Technical Certificate with a minimum of 5 years of experience automotive mechanical repair, service, conservation, preservation or restoration of vintage or museum-quality vehicles. Related certified automotive experience may be substituted for educational requisites on a year for year basis. A motorcycle endorsement, commercial CDL or Bus driver endorsement is desirable.

## **Additionally, the incumbent must possess:**

1. The ability to pass an in-depth background investigation including criminal history, employment records, and personal references;
2. A broad knowledge of historic, vintage, collector and standard vehicle operation;
3. Knowledge of basic collection management practices and techniques with objects of historical value including vehicles, parts artifacts and automobilia;
4. Strong project management skills;
5. The experience and the ability to properly drive a wide variety of vehicle types including vehicles with manual transmissions;
6. The technical skill and ability to perform assessments, service, maintenance, and preservation duties required within this position description;
7. The ability to drive a personal vehicle for business purposes;
8. Demonstrated experience in the proper loading of vehicles for transportation via truck car trailers;
9. Demonstrated experience in the safe operation of a light-duty truck while towing a car trailer;
10. Demonstrated teamwork skills;
11. An ability to thrive in a fast-paced, dynamic environment, with high expectations for professional outcomes;
12. A track record of providing high levels of customer service;
13. A proven ability to multi task and prioritize competing tasks while meeting deadlines;
14. The interpersonal skills, sensitivity, and ability to professionally interact with a diverse range of people of all ages, socio-economic groups, and personality types;
15. The able to critically analyze and resolve quantitative, logistical, mechanical, and spatial problems;
16. The skill and ability to work independently with general instruction and minimal supervision while maintaining a team oriented approach and attitude;
17. A proficiency in the use of computers and the internet;

18. Intermediate skill in the use of M.S. Word, Excel, Outlook;
19. The ability to understand and effectively communicate in the English language, both in verbal and written form;
20. The ability frequently bend, kneel, twist, manipulate small objects with fingers, hold, grasp, work in tight spaces, visually inspect close and far objects, navigate over uneven terrain and long distances, stand for long periods of time, read and interpret manuals and instructions, communicate clearly verbally and in written form, lift and move up to 30 lbs frequently and up to 50 lbs periodically, and use mechanical, pneumatic, and power tools necessary to carry out responsibilities of the position.

## **WORKING CONDITIONS:**

1. Exposure to a shop, office, and outside environments – Regularly;
2. Outside work is conducted in varying weather conditions - Regularly;
3. Works in confined spaces at times - Periodically;
4. Works in cramped body positions to perform maintenance and repairs - Periodically;
5. Works in areas with loud noise - Periodically;
6. Exposure to equipment where there is risk of getting burned, bruised, punctured, cut, scraped and electrocuted – Regularly;
7. Contact with oil and petroleum products - Regularly;
8. Exposure to solvents, cleaners, and various other chemicals - Regularly;
9. Exposure to dust, gases and fumes. – Regularly.

## **RESPONSIBILITIES:**

### **COLLECTION PRESERVATION:**

1. Creates work plans for vehicle conservation, preservation or restoration;
2. Performs basic service, maintenance, conservation, and preservation duties;
3. Sources and orders parts, supplies, and services as needed;
4. Coordinates with restoration professionals to obtain estimates for work performed and ensures agreed services are completed to standard and in a timely manner;
5. Assesses vehicles donated to the museum and follows vehicle conservation, preservation/restoration plans;
6. Exercises cleaning and maintenance programs in preparation for travelling exhibitions, loans to other museums, parades, and other uses;
7. Prepares vehicles for use and/or display as required;
8. Places vehicles on and off exhibit within the museum as directed;
9. Provides secondary transport and logistical support for on-site and off-site museum events;
10. Maintains museum vehicles for static display, exhibition and driving as designated.

### **COLLECTION SALES**

1. Implements sale assessment and preparation and sale of Collection property following collection policies and procedures.

### **SUPERVISION:**

1. Supervises the use and inventory control for shop supplies, tools, parts, and equipment within the Collection Management Department;
2. Maintains a safe work environment for self and all staff/volunteers within the shop, including providing safety training for proper handling and storage of tools and hazardous materials;

3. Provides instruction and oversight to authorized staff and volunteers regarding the proper operating and driving method of museum vehicles so as to ensure the safety and security of both the vehicle and the individual;
4. Instructs, directs, and works effectively and professionally with volunteers and interns within the Collection Department;
5. Supervises volunteer work teams within the Collection Department.

### **RECORDS MANAGEMENT & REPORTING**

1. Creates and maintains vehicle work plans and project budgets;
2. Maintains proper record keeping with regard to all expenditures and work performed;
3. Generates estimates and regular departmental reports as requested;
4. Assists in maintaining vehicle collection assessment databases;
5. Maintains shop inventory of tools and supplies;
6. Maintains records of shop waste disposal to meet established practices for proper storage and collection;
7. Maintains shop records for maintenance and repair of equipment;
8. Assists in the completion of the Collection reports and other reports as needed;
9. Creates monthly reports as assigned;

### **OTHER**

1. Assists with museum programs, events and education activities and represents the museum at meetings, forums and other events in a positive and professional manner;
2. Interacts with the public and museum patrons in a positive and professional manner;
3. Maintains appropriate professional skills, including promoting a collaborative team approach, exercising honesty and integrity in the workplace and remaining solution focused;
4. Uses MS Word and Excel to complete forms, reports, letters, etc;
5. Uses MS Outlook for scheduling and e-mail communications;
6. Maintains a flexible schedule, able to work weekends and late nights as needed;
7. Keeps Collections Manager informed regarding significant successes, concerns, or issues involving the Collection operation, Collection equipment maintenance and safety;
8. Participates in on-call responsibilities concerning emergency situations;
9. Attends meetings as needed or requested;
10. Completes other duties as assigned.

### **APPLICATION PROCESS:**

**NOTE: All application materials must be received to be considered for this position.**

1. Cover letter (*include specific job reference # W-3250*)
2. Resume
3. Salary History (*Must be incorporated into resume, email, or attachment*)
4. Professional references contact numbers (*minimum of three*)

Email all application materials to [HR@AmericasCarMuseum.org](mailto:HR@AmericasCarMuseum.org) or fax to 253-779-8499.

**NOTE: All application materials must be received to be considered for this position.**