



# AMERICA'S CAR MUSEUM

## COLLECTIONS MANAGER POSITION DESCRIPTION

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<b>EFFECTIVE DATE:</b>	<b><u>07/12/2022</u></b>		
<b>DIVISION:</b>	<b><u>Operations</u></b>	<b>FLSA CLASS:</b>	<b><u>Exempt</u></b>
<b>DEPARTMENT:</b>	<b><u>Collections</u></b>	<b>FTE STATUS:</b>	<b><u>1.0 (Full-time)</u></b>
<b>REPORTS TO:</b>	<b><u>Curator</u></b>	<b>DRIVING CLASS:</b>	<b><u>Required</u></b>
<b>SUPERVISES:</b>	<b><u>1 FTE's, Interns, &amp; Multiple Volunteers</u></b>		

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### GENERAL SUMMARY:

The Collections Manager oversees the Collections Department. This position directs staff and activities that are responsible for acquisitions, loans, sales, collections care, restoration, preservation, fleet logistics, exhibition support, and day-to-day management of the collections maintained by America's Car Museum (ACM). This position is integral to ensuring continuity of collections care and maintaining the highest standards in the stewardship of the museum's collections. The Collections Manager works collaboratively and effectively to promote the mission, vision, and goals of the museum.

The Collections Manager reports to the Curator and must be capable of working under general direction and with minimal supervision. This position requires strong decision-making ability, the ability to enforce policy and practice, and a collaborative attitude to promote a team-oriented atmosphere. This position requires availability to work during evenings and weekends. The incumbent is responsible for developing and overseeing all aspects of collections management and short and long-range Collections strategic planning and implementation, including but not limited to: Budget creation, implementation, and monitoring; Managing Collections staff; Overseeing vehicle assessment and valuation; Ensuring proper insurance procurement; Managing the in-loan and out-loan program of vehicles and ensuring the securing of all necessary documentation; Overseeing records management for owned and loaned vehicles and memorabilia; Supervising the execution of vehicle movement, transportation and delivery logistics; Managing the maintenance and utilization of fleet and collection vehicles; Overseeing vehicle conservation and restoration planning and implementation; Developing, implementing, and enforcing Collections Management policies; Overseeing the safety and proper storage of all objects in the collection; Ensuring proper screening and training of Collections staff and volunteers; Overseeing the development and maintenance of the Collections Management database; Overseeing the execution of vehicle and memorabilia loan agreements; Managing the vehicle and non-vehicular memorabilia donation program; Serving as staff support to Board of Director's Collection and Exhibits Committee; Supervising database management for owned and loaned collections objects; and Collaborating with various departments for logistics and ACM's Development Department for grant and funding needs.

This position description is designed to indicate the general nature and level of work performed by the jobholder 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 the employee assigned to the job. To perform the job successfully, an employee must perform each essential responsibility satisfactorily. These requirements are representative, but not

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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. Serve as a strategic partner within ACM and provide leadership and direction to ensure short-term and long-term Collection Department goals are established and accomplished within budget, in a timely manner, and in alignment with ACM's mission and vision;
2. Develop, train, and maintain a high-performing collections team (employees, volunteers, and interns) to meet ACM's collection needs, including vehicle preservation and restoration;
3. Maintain and enforce collection management policies and procedures that ensure the protection and preservation of owned and loaned vehicles and non-vehicular artifacts, as well as provide for the safety of staff and guests as it relates to collections management;
4. Operate a collections asset donation and disposition program that enables ACM to accomplish its ongoing building of the ACM collection and generate additional operating funds;
5. Foster a collaborative environment within the Collection Department and relationally with all other departments throughout the Museum.

**MAJOR RESPONSIBILITIES:**

1. Develop the Collection Department's short-term and long-term strategic plan and ensures alignment with ACM's mission, vision, goals, and objectives;
2. Create, update, and maintain Museum's collection management policies, procedures, forms, and manuals in compliance with laws and regulations, and collaborate with Security to develop policies and procedures for risk management of objects in the museum during exhibition and collection storage;
3. Monitor and ensure proper level of collection insurance coverage;
4. Develop and maintain a multi-year collection management plan, and operating the Collections Department in a manner which accomplishes set strategic goals and outcomes, on time and within budget;
5. Secure, train, lead, and supervise the Collections Department employees, volunteers, and interns while maintaining individual and departmental performance goals;
6. Facilitate and coordinate exhibit placement and exhibit vehicle rotation in collaboration with the Curator, Exhibits and other departments;
7. In collaboration and support of other departments, manage/oversee the operating of collection vehicles for promotional and/or guest experience purposes, such as parades, Take as Spin, etc.
8. Manage the in-loan and out-loan program of vehicles including, managing the non-vehicular memorabilia donation program and building relationships with prospective donors;
9. Manage the utilization and oversee the preservation, restoration, transportation, valuation, insurance, and cataloguing of ACM's collections and loaned vehicles and non-vehicle memorabilia both on and off-site;
10. Ensure authorized drivers of Collection vehicles are appropriately licensed, trained, and cleared to operate vehicles to be driven;
11. Develop and maintain the Collections Department budget and tracks and approves expenses;
12. Oversee and ensure proper storage of all objects in the collection;
13. Oversee research and documentation of history and background on vehicles, both owned and on loan;
14. Submit background and history text for the creation of vehicle signage;

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15. Respond to internal requests for information about artifacts and/or the collection and provides support for external inquiries;
16. Foster and maintain positive relationships with lenders, sponsors, and vendors serving the Collections Department;
17. Serve as staff support to Director's Collection and Exhibits Committee.

**QUALIFICATIONS:**

The incumbent for this position must be at least 21 years of age and possess a Bachelor's degree with 2-years' relevant experience. A degree in Museum Studies, History, or Business is preferred, and experience and education may be substituted one for another on a year for year basis. General mechanical knowledge and operation of vintage automobiles, trucks, motorcycles, and other vehicles required. A current Commercial Driver's License (CDL) is desired.

**Additionally, the incumbent must possess:**

1. The ability to pass an in-depth background investigation including criminal history, employment records, and personal references;
2. The ability to drive ACM vehicles and personal vehicle for business purposes;
3. Knowledge of collection management practices and techniques with objects of historical value including vehicles and non-vehicular artifacts;
4. General automotive knowledge required and specific knowledge of handling, operating, detailing, maintaining high value vintage cars desired;
5. Successful experience in the supervision of staff;
6. Strong project management skills demonstrating ability to perform in multiple concurrent activities;
7. Demonstrated teamwork skills;
8. An ability to thrive in a fast-paced, dynamic environment, with high expectations for professional outcomes;
9. The interpersonal skills of sensitivity, self-control in emotional situations, the ability to professionally interact with a diverse range of people of all ages, socio-economic groups, and personality types;
10. The ability to critically analyze and resolve quantitative, logistical and spatial problems;
11. The ability to use File Maker Pro, M.S. Word, Excel, and Outlook;
12. The ability to lift up to 30 lbs. as needed, stand and sit for extended periods of time, bend stoop, and twist regularly, manipulate items with fingers frequently, operate a computer regularly, visually inspect displays/monitors, read and interpret manuals and instructions, and effectively communicate verbally, and in written format, with guests, employees, and management regularly.

**WORKING CONDITIONS**

1. Working in an office setting regularly;
2. Exposure to auto shop environment regularly;
3. Working in or near a combination of commercial retail, commercial food, and outside environments periodically;
4. Working outside in all weather conditions and after dark periodically;
5. Working while standing for hours periodically and often requiring fast walking;
6. Working in areas with moderately loud noise periodically (does not require ear protection)

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7. Exposure to equipment with minimal risk of getting burned, bruised, punctured, cut, pinched, scraped and electrocuted;
8. Exposure to oil and petroleum products periodically;
9. Exposure to dust, gases and fumes frequently.

**OTHER:**

1. Represent the museum at meetings, forums and other events in a positive and professional manner;
2. Maintain a flexible schedule, able to work weekends and nights as needed;
3. Participate in on-call responsibilities in emergency situations;
4. Use File Maker Pro, MS Word and Excel to complete forms, reports, letters, etc.;
5. Use MS Outlook for scheduling and e-mail communications;
6. Maintain and report other statistical data as needed or requested;
7. Participate in regularly in staff meetings, committee meetings and, management discussions as needed and requested.

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Signature

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