



IWASM Collections Manager Job Description

The International Women's Air & Space Museum (IWASM) is a 501(c)3 nonprofit organization whose mission is to collect, preserve, and showcase the history and culture of women in all areas of aviation and aerospace; educate people of the world about their contributions; and inspire future generations by bringing the history to life. IWASM is located in the Burke Lakefront Airport in downtown Cleveland, OH.

Position Summary:

The Collections Manager will be responsible for the registration, preservation, and management of the historic collections of the IWASM. Further, the position will be tasked with creating and preserving an accurate and useful record of IWASM history. As a secondary focus, the Collections Manager will aid in developing public programs in conjunction with the Executive Director and other IWASM staff and volunteers.

Duties and Responsibilities:

- Perform all registration activities for the collections according to the IWASM's Collections Management Policy.
- Maintain the IWASM's collection, maintain records utilizing the provided software database, and address donation inquiries from potential donors and whether items are suitable for the museum collections.
- Respond to all requests for information, provide access to the IWASM records/collections, aid in research, and administer appropriate fees as needed for in-person visitors and through digital means.
- Curate collections of historic objects, art, archives, and photographs related to IWASM's mission.
- Contribute historical content for IWASM print and digital platforms.
- Recruit and supervise collections volunteers and interns in conjunction with the Executive Director based on IWASM's strategic initiatives.
- Be available to work occasional weekend and evening hours for special events and meetings.
- Develop and construct exhibits out of the collections and from other relevant sources alongside the Executive Director and other IWASM staff and volunteers.
- Assist with tours and programs including assistance in training museum docents.
- Assist with expanding the IWASM's ability to provide continuing care and programming by applying for applicable grants.
- Provide quarterly reports to the IWASM's Board of Trustees.
- Attend meetings of associated organizations as requested by the Executive Director.

Required Skills/Experience

- Minimum of an undergraduate college degree in a humanities discipline, museum studies or closely related field; master's degree preferred.
- Minimum of two years museum experience including collections management activities encouraged.
- Experience conducting a breadth of work in collections and exhibits.
- Demonstrated experience managing the care, preservation, and documentation of museum collections, especially in museum registration, collections management software, object handling and housing, loan procedures, and exhibition installation.
- Excellent project management skills.



- Thorough knowledge of collections management standards and best practices.
- Exceptional written and oral communication skills.
- Energetic, personable, courteous, and professional when engaging visitors and the community.
- Flexible and adaptable, ability to work outside normal business hours as necessary including required weekend of the Cleveland National Air Show.
- Be a team player while completing projects in a timely and professional manner despite interruptions.
- Have a high attention to detail that requires minimal oversight and correction.
- Be open to suggestions and actively strive for best practices in the museum and non-profit fields.

Reporting

This position reports to and works closely with the Executive Director.

Work Environment

Standard office environment when doing administrative tasks; some work within collections storage areas. Must be able to lift 20 pounds and be able to bend, stoop, and climb ladders as necessary. Other reasonable duties as requested or assigned.

Compensation

This position is a full time salaried position beginning at \$35,000, and offers two weeks paid time off.

To Apply

Interested individuals must submit a cover letter, resume, and the contact information for three (3) professional references to Executive Director, Sara Fisher at sfisher@iwasm.org. Email subject line must read "IWASM Collections Manager Application." Applications must be submitted by 11:59 pm EDT on May 13, 2022. No phone calls or mailed applications will be accepted.

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