DIRECTOR, COLLECTIONS AND ARCHIVES

Description
Reporting to the Senior Director of Arts & Culture, the Director, Collections and Archives is responsible for the day-to-day strategic management of the Museum’s collections and archives. Working closely with the Senior Director of Arts & Culture and colleagues across the Exhibits and Programs department, this role will establish the collections and archives strategy in the context of Boston Children’s Museum’s strategic and long-term plan for its collection of approximately 22,500 items of natural history specimens and humanities materials as well as for the growing institutional archive, which documents over 100 years of the Museum’s history and current activities. The Director supervises all staff and interns in the department working with collections and archives and collaborates with colleagues to enhance and support opportunities for teaching and learning through these rich resources.

Through their work, the Director also provides a vision for ways that the Museum’s collections and archives can serve the Museum’s mission of providing joyful discovery experiences through exhibition and display, public and school program use, community engagement, and remote audience engagement through social media and other online tools. The Director, Collections and Archives is responsible for all aspects of record-keeping for all collections, archives, and loan materials, overseeing the documentation and physical and digital preservation of the institutional archives, and for the care and risk management of all holdings. This position also implements and upholds the Collections and Archives’ policies and procedures, including ones pertaining to the strategic and ethical acquisition, management, and deaccession of collections and archives materials. In particular, this position spearheads de-colonizing and repatriation efforts for the Collection’s indigenous belongings and serves as the primary contact for NAGRPA (Native American Graves Protection and Repatriation Act). The Director works across all departments, with the Museum’s Board of Trustees, external partners, and the broader community to make resources available, share historical context, and promote and expand awareness of collections.

Responsibilities
Leadership • Work with the Senior Director of Arts & Culture and museum leadership to define, outline, and implement Collections and Archives goals to align with the Museum’s near and long-term institutional plans; and strategic Collections documents. • Foster a collaborative internal culture in support of teaching and learning through collections; • Manage ongoing digitization of the Collection and Archives for improved intellectual control, access, and use; enhance the institutional archive through continued discovery and development of both physical and digital records management and retention to provide access and use. • Develop a comprehensive strategy for collections engagement with community partners and collaborate with the Community Engagement team to identify cultural materials that connect to and reflect the vibrant communities in and around Boston; • Maintain and implement plans and procedures associated with up-to-date professional industry standards, and the Museum’s Collection Management Policy; • Maintain and uphold collection standards established by the American Alliance of Museums, of which we are an accredited member; • Maintain best practices in the physical care and housing of materials, with an eye for improved sustainability; • Increase visibility and use of collections and archives as a resource for both...
internal and external stakeholders and audiences; engage in public speaking, blog, and article writing as opportunities arise; Serve as the staff liaison to the Board Collections and Ethics Committee and attends Board of Trustees meetings. Management • Supervise and mentor staff and interns who are responsible for the day-to-day care of collections and archives, including records management and related cataloging, photo and archival documentation, inventory and digitization, supervision of storage areas, and access for facilities, researchers, and other guests. • Manage department budgets, including general operating costs, grants, and revenue associated with the sale of deaccessioned collections materials. • Develop rubrics, processes, and strategies for acquiring and deaccessioning items from the Collection, in alignment with the Museum’s Collection Management Policy. • Ensure all aspects of physical and digital records management of the Museum’s collections and archives—acquisitions, deaccessions, and loans—are properly handled according to professional industry standards, and the Museum’s Collection Management Policy. • Oversee the care, management, accessioning/deaccessioning, cataloging, labeling, and documentation of materials acquired for and disposed from BCM’s collections and archives while adhering to professional industry standards, and the Museum’s Collection Management Policy. • Maintain current documentation and compliance with all materials protected by cultural property or fish and wildlife laws and the ongoing projects related to Indigenous belongings. Department • Work closely with Exhibits and Programs colleagues to enhance and support learning opportunities, including recruiting and supervising guest curators, collaborating with partner organizations, and identifying robust materials for hands-on experiences that support developing habits of mind and reflect the Museum’s diverse audience; • Participate in exhibit and program development in facilitating access, sharing relevant resources, and selecting and/or acquiring appropriate materials through acquisition or loan; Manage installation, de-installation, and maintenance of materials on display; Provide staff training for programmatic use. • Work with the Marketing and Social Media department to develop public-facing communications and stories related to Collections & Archives, maintain collections’ social media accounts • Work collaboratively with colleagues across the Museum to share available resources and support institutional initiatives that further the Museum’s mission. • Serve as staff liaison for the Board Collections Committee, keeping in regular touch with the committee chair, providing meeting minutes, reports, organizing and facilitating meetings, and providing occasional group tours or orientations for committee members. • Perform other duties as required.

Qualifications
A Bachelor’s Degree in Museum Administration, Art History, History, or a related field is required; a Master’s Degree preferred • 7 or more years of relevant work experience, with a minimum of five years of full-time museum experience in a comparable position working with museum collections and/or archives • Familiarity with current collections management and digitization strategies and best practices encompassing the care and display of object and archival collections, as well as database and records management • Computer literacy including Microsoft Office Suite, Google Workspace, and facility with collections management systems (preferably PastPerfect) • Experience with managing and tracking budgets, grants, and reporting • Strong written communication skills, including experience developing project reports for internal and external groups and supporting fundraising efforts. • Ability to organize, motivate, and manage department staff members and interns

WORKING CONDITIONS

Boston Childrens Museum
The Power of Play
https://bostonchildrensmuseum.org
Physical Demands: While performing the duties of this position the Director is required to speak clearly, hear and listen intently, and to sit, stand, and walk at varying intervals, sometimes for extended periods of time. Some work at heights involved with shelving and retrieving collection materials and assisting with exhibit installation. Must be able to lift and carry up to 40 pounds from approximately waist height and be able to support various loads (oversized items, items at a height, etc.) as part of a handling team.

Work Environment: The work environment may vary depending upon the physical location where work is performed (internally or externally, at a desk or in storage). General office environment with shared common office space and equipment as well as various on-site storage spaces. Proximity to natural history specimens, textiles, and ethnographic materials (which may have historically been treated with pesticides for preservation) and to sacred and funerary Indigenous collection holdings. Other collection-related hazards include but are not limited to dust, sharp and heavy objects, and working at heights. Staff assistance and PPE will be made available for potential hazards as needed.

Other Factors: The work schedule is Monday-Friday 9-5 with some flexibility as needed. Business casual dress code preferred for meetings and public-facing work; Attire appropriate for safety and comfort—e.g. closed-toed shoes, long pants—when working in storage spaces recommended. Nitrile gloves or other non-latex gloves are typically worn when handling collection materials. Occasional weekend and evening hours may be required. Work may be performed both inside and outside of the Museum setting.

Job Benefits
(Benefits eligibility is based on regular weekly hours per week)

- Health Insurance
- Dental Insurance
- 13 Paid Holidays
- Up to 12 Sick days
- Mass Earn Sick Time
- Up to 10 Vacation days
- 403(b) Retirement Plan
- Flexible Spending Accounts
- Qualified Transportation Accounts
- Life Insurance
- Short- Term & Long-Term Disability
- American Alliance Museum Access
- New England Museum Association Access
- Free Admission to 100+ Museums

Contacts
jobs@bostonchildrensmuseum.org

ABOUT
OUR MISSION
Boston Children’s Museum engages children and families in joyful discovery experiences that instill an appreciation of our world, develop foundational skills, and spark a lifelong love of learning.

OUR VISION
Boston Children’s Museum is a welcoming, imaginative, child-centered learning environment that supports diverse families in nurturing their children’s creativity and curiosity. We promote the healthy development of all children so they will fulfill their potential and contribute to our collective well-being and future prosperity.
OUR VALUES

Boston Children’s Museum is a curious, experimental, and creative learning organization. We have a child and family centered focus, welcoming and respecting all Museum audiences. We collaborate and show mutual respect and support for our colleagues. We recognize that each person has equal, intrinsic worth and deserves to be treated with dignity. We are a culture that innovates, changes, and pushes boundaries to keep the museum relevant. We are responsible to each other and strive to keep our commitments to our colleagues. We have a commitment to high ethical standards. We recognize the importance of work-life balance, respecting the importance of personal growth and family. We have an ongoing commitment to fairness in all aspects of the Museum and we embrace alternative ways of thinking.