

Job Description: Museum Collections Specialist

Date: Summer 2025
Title: Museum Collections Specialist
Department: Museum Services
Position Reports To: Exhibition Production Manager / Registrar
Status: Temporary

Summary: The Museum Collections Specialist is responsible for the identification, movement, record keeping, and database updates for Buffalo Bill Center of the West object collections affected by the Collections Storage Project. They will identify critical objects, create storage mounts, and move objects from existing storage to new cabinetry. They may oversee the work of interns, contractors, and volunteers. This position is temporary full-time, with an anticipated 12-month term.

Job Duties:

- Participate in collections care activities including creating object storage solutions, packing and unpacking objects, condition reporting, and object handling and movement.
- Maintain inventory of available storage-related supplies.
- Document object movement in the museum database, Argus.
- Work closely with Museum Services, Facilities, and Curatorial departments to complete Vault movements.
- Ensure that the objects are safely stored in accordance with museum best practices and perform light housekeeping duties in collections storage.
- Understand and support compliance with the Center's Collections Management Policy.
- Work independently and assume direct responsibility for complex tasks when requested.
- Partner with Facilities team to ensure proper environmental and security conditions for collections storage.
- Identify conservation needs within the collections and communicate needs to Museum Services.

Competencies:

- Ability to perform work with precision and accuracy.
- Ability to establish and maintain effective working relationships with museum staff, professional colleagues, contractors, etc.
- Excellent organizational, analytical, and reasoning skills, with close attention to detail.
- Flexible and adaptable to changing schedules and/or plans.
- Strong hand-eye coordination and spatial awareness.
- Knowledge of archival materials and experience with hand tools/knives.
- Accurate record keeping; experience using complex collections database applications preferred.
- Ability to operate general warehouse equipment.

Supervisory Responsibilities:

- May supervise interns and volunteers.

Required Education and Experience:

- Bachelor's or equivalent degree preferred.
- Experience in the preparation and handling of objects using museum conservation techniques.
- Experience in basic soft mount making in a variety of materials and techniques, including but not limited to foam and blue board.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

EEO Statement:

Buffalo Bill Center of the West provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Position Analysis/Specifications

	<i>N/A</i>	<i>OCCASIONAL</i>	<i>FREQUENT</i>	<i>CONSTANT</i>
Sitting		X		
Standing				X
Walking			X	
Bending Over			X	
Crawling		X		
Reaching			X	
Crouching			X	
Kneeling			X	
Balancing				X
Pushing/Pulling			X	
Lifting/Carrying				
10 lbs or less			X	
11 lbs to 25 lbs			X	
26 lbs to 50 lbs		X		
51 lbs to 70 lbs	X			
Manual Dexterity				X
Fine Motor Skills				X
Gross Motor Skills				X
Eye/Hand Coord.				X
Near Vision				X
Far Vision				X
Color Recognition				X
Hearing				X

Environmental Factors

	<i>YES</i>	<i>NO</i>	<i>Limited</i>
Working Outside		X	
Working Inside	X		
Working Alone	X		
Working Closely with Others	X		
Excessive Cold/Heat		X	
Excessive Humidity/Dampness		X	
Noise/Vibrations			X
Working with Chemicals/Detergents/Cleaners		X	
Working Around Fumes/Smoke/Gas		X	
Walking on Uneven Surfaces			X
Motorized Equipment or Vehicles	X		
Working With Machinery/Motorized Equipment			X
Climbing on Scaffolds or Ladders (Step Stool)	X		