

**Position Title**

Collections Manager, Part-Time
10-30 hours per week

Position Type

Volunteer

About Us

The SS *Red Oak Victory* is a restored World War II Victory ship. She is berthed in the former Kaiser Richmond shipyards as a floating museum. We are a part of the Richmond Museum Association (RMA), a non-profit organization run almost entirely by volunteers, save for part-time staff. Our Mission is to relate the stories of those who built and sailed the *Red Oak Victory*, her missions in the past, and her relevance today to the Richmond area, the State of California, the nation, and the world. Come visit us and you will arrive curious and leave in awe.

Position Summary

The Collections Manager assists the *Red Oak Victory* in the administration, storage management, curation of both permanent and seasonal exhibits that align with educational goals, and care of the Red Oak Victory's permanent and loan collections.

Education:

- Bachelor's degree in Museum Studies, Anthropology, or related field.
- Knowledge of US Naval history preferred

Experience:

- 3-5 years of experience directly related to the duties and responsibilities specified.
- Experience in museum techniques and collections management.
- Experience with collections management databases, as well as with digital archiving and data management software.

Duties and Responsibilities

- Establish, support and sustain the museum's educational and cultural resources.
- Establish, document, and maintain collections management procedures pertaining to the storage, long-term preservation, inventory, and use of collection materials to ensure museum best practices.
- Work to support collections development through donor outreach, artifact assessment, preparing/evaluating acquisition proposals, accessioning, documenting, photographing, rehousing, and storage.
- Coordinate and maintain collection storage, workspaces, and research areas.
- Manage the planning and execution of exhibitions, rotations, collections-based programming, and short-term displays; coordinate photography, conservation, and movement of the Museum collections; provide exhibition design feedback to ensure compliance with preservation requirements; help install and uninstall collections; perform gallery checks and maintenance; facilitate collections access requests.

- Willingness to work flexible schedules and hours, including evenings, weekends, special events and holidays.
- A team player willing to lend a hand in *Red Oak Victory* departments outside of collections
- Help plan and implement the Collections Record Keeping System; perform quality control to ensure complete, correct, and consistent collections records.

The *Red Oak Victory* embraces diversity and seeks candidates who will contribute to a climate that supports a fully inclusive, equitable, and diverse working and learning environment. We strongly encourage individuals from underrepresented and/or marginalized identities to apply.

No phone calls, please. Send inquiries or resumé to Fred Klink, Chairman of the Executive Committee, fred@redoakvictory.us.