

CLASS TITLE: STATE COLLECTIONS MANAGER

Class Code: 02703900
Pay Grade: 28A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: In the Department of Administration within the Division of Facilities Management, to conduct the State of Rhode Island's interpretive cultural and natural history objects, art and artifacts collection program including the documentation and organization, transfer and storage of collections; to develop and maintain a collection record-keeping system and implement strategic plans for basic conservation of collection items; to inspect and make recommendations on collection and accessioning values; to provide technical information on artifact maintenance and preservation techniques, as well as, developing and recommending updates to collections policies and procedures; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with a considerable degree of latitude for the exercise of initiative and independent professional judgment; work is reviewed upon completion for results attained, professional and technical adequacy to desired objectives and goals.

SUPERVISION EXERCISED: As required, supervises and reviews the activities of technical and clerical personnel assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

In the Department of Administration within the Division of Facilities Management, to conduct the State of Rhode Island's interpretive cultural and natural history objects, art and artifacts collection program including the documentation and organization, transfer and storage of collections; to develop and maintain a collection record-keeping system and implement strategic plans for basic conservation of collection items; to inspect and make recommendations on collection and accessioning values; to provide technical information on artifact maintenance and preservation techniques, as well as, developing and recommending updates to collections policies and procedures.

To be responsible for the planning, coordination, implementation, and maintenance of both short and long-term art and artifacts collection exhibits.

To closely collaborate with the Rhode Island State House Restoration Society, and multiple state agencies, including: the Rhode Island Historical Preservation and Heritage Commission, the Rhode Island State Archives, and the Rhode Island State Council of the Arts, to bring a professional approach to the collection, organization, preservation and interpretation of the artifacts, artworks, monuments, memorials, and other historically-significant objects owned by the State of Rhode Island.

To be responsible for monitoring the preservation maintenance program for buildings, in collaboration with other state agencies.

To develop specifications and standards for conservation, restoration, or replication of art collection items; to coordinate the storage, maintenance, preservation, and restoration of such items.

To evaluate potential collection additions and any restrictive conditions of donations for inclusion in the system.

To develop budgets for collection conservation and display, and to seek funding through a variety of sources.

To identify grant opportunities and prepare grant applications for funding implementation of projects which further the goal of protecting, enhancing and interpreting the state's collections.

To solicit and care for items loaned to the state of significant art and artifacts and to manage the loaned collection.

To collaborate with the Secretary of State's Office on ongoing programs for interpreting the State House to the public, including updating tour guide interpretative plans, assisting with the management of the Visitor's Center, preparing pamphlets and other publications, and developing digital content.

To develop a strategic plan to create a welcoming, comfortable and meaningful experience for visitors to the State House, coordinating with the State House Restoration Society, the Secretary of State's Office and other appropriate agencies and partners.

To provide an interpretative vision for the Rhode Island State House and a defensible mission for display standards.

To collaborate with representatives of other historical and cultural sites throughout the state in an effort to develop new exhibit opportunities.

To prepare reports and other documents.

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of cultural and architectural history, particularly Rhode Island history; a thorough knowledge of interpretive collections record-keeping methods; a thorough knowledge of special techniques for artifact maintenance, preservation, restoration, storage, packaging and shipping; a thorough knowledge of cultural and natural objects including fine art antiques, relics, woods, stone, textile materials, metals, and natural history specimens; a thorough knowledge of the methods of identifying and classifying objects with cultural or natural history significance; a thorough knowledge of the principles of museum administration and exhibit practices; a working knowledge of administrative, budgeting and supply methods; the ability to devise and implement a registration and control system for statewide collections coordination; the ability to evaluate objects for their appropriateness to remain in or be added to the collection heritage; the ability to inspect and recommend necessary maintenance, preservation, restoration, storage, display, sanitation, safety, and handling methods; the ability to establish and maintain cooperative working relationships with individuals, organizations and other agencies contacted in the course of the work; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a Master's degree in humanities or closely related field; and

Experience: Such as may have been gained through: considerable professional experience in interpretation, research or museum work in connection with artifact collections, accessioning, registration, cataloging or technical identification, and preservation responsibility.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: November 2, 2014