



National Law Enforcement Officers
MEMORIAL FUND
RESPECT. HONOR. REMEMBER.

**National Law Enforcement Officers Memorial Fund
Job Description**

Position: Collections Manager
Reports to: Senior Director of Exhibits and Programs
Direct Reports: None

Position Summary:

The National Law Enforcement Officers Memorial Fund (“NLEOMF”) seeks an enthusiastic and dedicated museum professional to become the Collections Manager for the National Law Enforcement Museum (“Museum”). The new 57,000 sq. ft. Museum will open in downtown Washington, DC, in 2018 with an expected 400,000 annual visitors. The Museum will tell the story of American law enforcement through a dynamic mix of artifacts, state of the art audiovisual presentations, and creative programming. The Collections Manager will be a key member of the small team of museum professionals who are building the Museum. The National Law Enforcement Museum collection currently comprises over 17,000 artifacts that illustrate the dynamic and rich history of American law enforcement, from the 1600s to the present. The Museum’s ever-growing, extensive inventory of artifacts will prove to be the most comprehensive collection of law enforcement history in the United States.

The Collections Manager develops, implements, and assures compliance with all policies, procedures, and budgets needed for the care, conservation, and preservation of the Collection.

Primary Areas of Responsibility:

- Manages off-site storage facility, including maintenance and rental agreement, object storage and movement, monitoring climate and pests, and purchasing storage furniture and materials. Monitors environmental conditions in the Museum on a weekly basis once open.
- Responsible for fully processing and documenting all accessions, loans, and deaccessions according to professional museum standards.
- Responsible for proper storage of all works in the Collections. Upgrade storage materials and research new storage concepts and materials as needed.
- Conduct on-going database development and management including recording storage locations, cataloging, unifying lexicon, accessioning, de-accessioning, and inventory.
- Take the lead in analyzing the Museum’s collections management digital needs and in selecting new system. Trains and assists staff in use of the collections management database.
- Recommend changes in recordkeeping procedures to achieve maximum accessibility to and efficient retrieval of collection objects.

- Provide support during the preparation, installation, and de-installation of exhibitions as required. In preparation for the museum opening, work closely with the artifact mount makers to ensure the care and proper display of the selected objects. Assess all objects for conservation and work closely with outside conservators to prepare objects for exhibit. Supervise all incoming loans to the Museum and create condition reports on their arrival. Manage crating and shipping arrangements for exhibitions, including receiving and releasing of all incoming/outgoing exhibition loans, local deliveries, and customs documents. Prepare loan contracts in collaboration with partner organizations, museums, and individual lenders. Provide and oversee insurance policies for loans, including providing supplemental insurance, certificates of insurance, and processing any claims.
- Serves as liaison with Fine Arts Insurer, arranging for insurance of objects on loan or special exhibition, and recommends insurance coverage for collection.
- Develops and maintains relationships and correspondence with donors, potential donors, lenders, and vendors.
- Works with curator to document potential new acquisitions and organize monthly acquisitions review committee meetings.
- Process in-coming and out-going rights and reproduction requests for Collection images, issue Rights & Reproduction agreements and collect fees when appropriate.
- Manages graduate-level interns, including coordination of schedules, development of projects, and oversight of activities.

Knowledge/Skills/Abilities:

- Masters degree in Museum Studies or relevant subject area.
- Minimum 5 years of experience in registration and collections management work
- Strong knowledge of Museum legal and ethical issues.
- Archival experience.
- Knowledge of digital photography.
- Strong initiative and follow-through.
- Goal-oriented team player.
- Strong organizational skills, with attention to detail.
- Strong oral and written communication skills.
- Proficient computer skills, including knowledge of Microsoft Office Suite, plus strong understanding of Collections Management Systems.
- Familiarity with the law enforcement profession is desirable.

Working Conditions:

- Must be able to lift up to 50 pounds. Position requires frequent, sustained periods of sitting, as well as standing and movement. Work is performed in varied locations, including facilities in Maryland and Washington, DC; independent transportation is required to reach remote facilities. Work locations may vary in temperature and may range from typical office environment to storage/warehouse environment.