

## Smithsonian Inst. Collection Manager

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Smithsonian Institution Collections Manager

Location: Washington, DC, U.S.A.

Closing Date: July 31, 2001

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Museum Specialist 01PE-1163 (not a federal position.)

IS-1016-11=20

Salary: \$44,352-\$57,656 per year.

Temporary Appointment - Not to exceed 4 years.

As collections manager, the incumbent manages collections for "America on the Move/ On the Water," a 33,000 square foot exhibition tentatively scheduled to open in the fall of 2003. The exhibition will include current new and borrowed objects ranging in size from archival documents to a 1926 passenger locomotive and varying types of materials from paper to metal. Incumbent manages all activities relating to object storage, movement, loans, exhibition de-installation, exhibit installation, documentation and access for the new exhibit as well as assisting with collections management tasks in technology collections. Processes incoming and outgoing objects for storage, incoming loans, outgoing loans, accessions and non-accessions including cataloging, automated tracking, housing, marking or tagging and completing accession records. Oversees the photography and organization of photographic records and other related files. Manages the project's objects in computer database and exhibit notebooks. Plans, oversees, and participates in the object de-installation of the Hall of American Maritime Enterprise, Road Transportation Hall, Railroad Hall, Civil Engineering Hall and Power Machinery and sections of adjoining halls. Supervises the installation team that include NMAH staff, contractors, volunteers and interns; assists curatorial project staff with collections activities and keeps the team and staff informed of progress. Performs other related functions.

Qualifications: Applicants must have one year of specialized experience

equivalent to the next lower grade level. Specialized experience is experience related to the operation or management of a museum or similar collection of valuable objects. Examples of specialized experience include collections management, registration, cataloging, research, preservation, restoration or conservation of collections of museum materials, or other experience related to the position to be filled. Education may be substituted for the required specialized experience. Three full academic years of graduate level education or PH.D. or equivalent degree in a field directly related to the position may be substituted for the required specialized experience and meets the requirements at the Grade 11 level. Equivalent combinations of graduate education and specialized experience may also be qualifying.

Selective factors: (applicants must meet all of these mandatory requirements in order to be considered qualified to compete for a position.)

- 1- Knowledge of collections management policies and procedures.
- 2- Skill in techniques and procedures used in the physical care and handling of museum objects.=20

Quality ranking factors include: (these factors are not mandatory to be considered for a position, but will be used to determine who are the highest qualified candidates among those who meet the selective factors.)

- 1- Skill in coordination of movement and shipment of collections, especially large objects and coordinating conservation of collections.
- 2- Skill in coordinating de-installation and installation of objects.=20
- 3- Knowledge of collections documentation, object and archival care, handling and storage.

1- The Smithsonian Institution does not require a standard application form, but we need certain information to evaluate your qualifications. You may apply using a resume, the Optional Application for Federal Employment (OF-612), or any other application form you choose, including an SF-171, Application for Federal Employment. Call (202) 287-3102 to obtain more information about the Trust Fund Hiring process (note: this is not a federal appointment.) If you use an SF-171 do not answer questions 38-47. Job finalists will be asked to complete a Declaration for Federal Employment to determine their suitability for Trust Fund employment and authorize a background investigation, if required.)

2- Clearly describe in your resume or application your work experience, education and/ or training as it relates to this vacancy. It is very important that you fully address how your work experience and education/ training meet both the specialized experience requirement and the selective factors. This information will be used to determine whether or not you are qualified for this vacancy. Selective factors establish qualifications to be

eligible to compete for this position. Quality Ranking Factors are not mandatory but are used to determine who are the highest qualified candidates among those eligible to compete for the position. Therefore, it is to your benefit to provide a full description of your experience and education/training relative to the job requirements of this vacancy.

Applications must be received by the closing date and may be submitted in the following ways: Mail: Smithsonian Institution, Office of Human Resources, P.O. Box 50638, Washington, DC 20091 or Fax: (202) 275-1114 or Hand Deliver: FEDEX, or other Overnight Mail: 750 Ninth Street, NW Suite 6100, Washington, DC 20560. For further information on the process please call: Ms. Williams on (202) 275-1053 (voice) or (202) 275-1110 (TTY.)

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