



Position Title: Collections Move Manager
Department: Collections
Location: Santa Fe, NM
Pay Range: \$65,000 annually
Hours: Full-Time, Temporary

Position Summary:

The Collections Move Manager will lead the relocation and rehousing of the Georgia O'Keeffe Museum's permanent collection to a new storage location following the construction of a new museum building as part of a two-year collections move initiative. Reporting to the Registrar and Collections Manager, this position will develop and execute the move plan, including scheduling, transit logistics, and storage mapping, while overseeing collections move staff and contracted movers. The Collections Move Manager will maintain meticulous documentation of object locations, condition, and movement throughout the project, ensuring the collection is handled and tracked in accordance with AAM standards and Museum best practices.

Responsibilities include but not limited to:

Project Management and Documentation:

- Develop and execute a comprehensive collections move plan, including transit logistics, scheduling, and a storage mapping/location plan, in coordination with the Collections Team and outside vendors.
- Maintain accurate, up-to-date documentation of object locations, condition, images, and movement in the Museum's collection management system throughout the move.
- Coordinate with art shippers, movers, and Museum staff to develop secure transit plans and manage move logistics, supplies, and budget.
- Communicate regularly with Museum staff and stakeholders on move progress and compile documentation and statistics for reporting purposes.

Collections Care and Handling:

- Comply with AAM and professional guidelines for the stewardship of collections, adhering to best practices for museums.
- Safely handle and manipulate museum objects, primarily including art and personal property material.
- Critically assess object stability and material for packing. Fabricate packing supports and pack and unpack collection objects.
- Supervise, train, and coordinate collections move staff, consultants, and art handlers on packing, handling, and tracking procedures for the move.
- Identify conservation needs and coordinate treatment and related object movements.
- Support broader goals as the project progresses, such as acquisitions and deaccessions, collection displays, digitization, and record reconciliation.

Core Competencies:

- Thorough knowledge of museum collections care, handling, and AAM ethical standards
- Strong project management, organizational, and problem-solving skills
- Excellent written and verbal communication and cross-departmental collaboration
- Proficiency with collection management databases and inventory tracking systems

Special Projects and Additional Duties:

- Complete special projects or additional duties as assigned, and consistent with the skills, training, level of responsibility and other requirements for this position

Background and Qualifications

- Bachelor's Degree in Museum Studies, Art History, History, or related field is required
- Master's Degree in Museum Studies or related field is preferred
- 3+ years in Museum registration or collections management experience, including responsibility for a large-scale collection move or rehousing project is required
- 1+ year Experience supervising staff or contractors preferred

Skills and Abilities

- Proficiency with fine dexterity work and handling delicate materials.
- Ability to complete repetitive tasks consistently, while maintaining accuracy, safety, and integrity.
- High attention to detail, calendar-oriented, fiscally responsible, with strong problem-solving skills.
- Strongly developed 3D-spatial reasoning skills.
- Professional, organized, and capable of successfully working independently and as part of a team on complex projects,
- Familiarity with collection management systems and Microsoft products, spreadsheets, and project management software.

Benefits

This position is eligible for our full benefits package including medical, dental, vision, Life Insurance and Short/Long Term Disability, 403b retirement plan with employer match, museum membership, retail store discount, Employee Assistance Program, PTO, Paid Holidays and much more!

To be considered, please send your resume to:

Jobs@okeeffemuseum.org

The Georgia O'Keeffe Museum is an equal-opportunity employer and considers all candidates for employment based on such factors as knowledge, education, skill, experience, the ability to perform required activities and availability, and without regard to race, religion, color, sex, sexual orientation, age, ancestry, citizenship, national origin, disability or any other legally protected status.

Applicants must be authorized to work in the US for any employer, without needing sponsorship.