

Upcountry History Museum

Job Title: Collections Manager

Full-time, salaried position, with benefits.

Anticipated start date: June 2026

JOB SUMMARY: Reporting to the CEO, the Collections Manager is responsible for the documentation, expansion, interpretation, care and preservation of the Museum's permanent collection and its use in exhibitions, programs, publications, and other formats. This position is responsible for providing a program that conveys the Museum's unique identity as the community's history museum and furthers the Museum's mission of bringing history and the public together.

The position works closely with the Museum's COO and Facility Manager regarding the care and management of the collection, as well as the responsibilities associated with traveling and in-house exhibitions.

As a member of the Museum's leadership team, this position collaborates with a wide range of community organizations and partners and will be enthusiastic about community outreach and making the critical themes of history accessible to the public.

Job Responsibilities:

The Collections Manager oversees the acquisition, care, preservation, digitization, exhibition and loan of objects related to the permanent collection. The Collections Manager ensures the appropriate handling, security, storage, documentation, and inventory of objects; develops wall text, labels, and catalogue entries; and research's, lectures and writes about the collection and topics pertaining to the Upcountry, SC. The Collections Manager is responsible for seeking and recommending additions to the permanent collection.

Additional collection and exhibition responsibilities include:

- Responsible for the management of the collection, including the use of PastPerfect.
- Maintains collections records including loan agreements, condition reports, accession records, location changes, insurance records, transaction files, and collection inventories.
- Assists with cultivation of collectors and donors.
- Assists with research, installation, presentation, security and de-installation of changing exhibitions.
- Conducts, organizes and completes exhibition and loaned assets incoming and outgoing condition reports.
- Supervises interns and volunteers assisting with collections care and management responsibilities.
- Publicly represents the Museum and museum collections, including media inquiries and interviews.

Required Qualifications:

1. BA in American History, Art History, Museum Studies, related field, and/or equivalent experience.
2. Experience working in a museum, historical society, historic site, or other public history venue.
3. Demonstratable research and writing experience; excellent writing skills.
4. Project management and exhibition experience.
5. Ability to work with co-workers, interns, volunteers, and the public professionally, respectfully, and tactfully. Ability to support management decisions and goals in a positive, professional manner.
6. Must be willing to help others succeed and be respectful of deadlines
7. Possess a valid driver's license and a personal vehicle

Preferred Qualifications:

1. Master's degree in museum studies, Public History, or related field.
2. Minimum 4 years' experience working with museum collections.
3. Minimum 2 years' experience working with exhibition installations and deinstallations.
4. Excellent attention to detail.
5. Excellent communication and problem-solving skills.
6. Experience using open-source content management/web platforms; knowledge of themes and practices of digital humanities.
7. Demonstrated creativity in developing programs and events that engage a broad public audience.

Personal Qualities:

1. Highly motivated and detail oriented.
2. Outgoing, energetic, self-motivated and passionate about history and culture.
3. Excellent organizational and interpersonal skills, ability to multi-task.
4. Creative and innovative; and adaptable to changing situations and circumstances.

Performs other duties as assigned by CEO. The intent of this job classification description is to provide a representative summary of the types of duties and responsibilities that will be required of positions in this classification and shall not be construed as a declaration of the specific duties and responsibilities of any position. Employees may be requested to perform job-related tasks other than those specifically present in this description.

Work Conditions:

Work is performed under usual office conditions. Some evening and weekend work may be required. Some standing, walking, bending, frequent use of hands, stooping and light lifting (at least 25 pounds).

To apply for this position please email: cover letter, resume, and three professional references to: Mrs. Dana Thorpe, CEO, Upcountry History Museum, 540 Buncombe Street, Greenville, SC 29601 at dana@upcountryhistory.org