



Position Description - Collections Manager

Overview

The International Tennis Hall of Fame preserves and promotes the history of tennis and celebrates its champions, thereby serving as a vital partner in the growth of tennis globally. The Museum is an AAM-Accredited organization and a Smithsonian Affiliate located in Newport, Rhode Island. Housed in the Newport Casino, a National Historic Landmark, the Museum is dedicated to fostering an appreciation of the historical development of tennis, examining its impact on our culture, and preserving the history of the Newport Casino. The ITHF accomplishes these goals by collecting, maintaining, interpreting, and exhibiting its collections for a global diverse audience.

The Collections Manager, reporting to the Curator of Collections, will perform a variety of professional collections management duties in support of the diverse collections of the ITHF. These duties include, but are not limited to: assisting in the acquisition, documentation, handling, and movement of collections materials; assisting in the direct care of all collections material (artifact, archive, photographic archive, audio-visual archive, and library); overseeing permanent collection and loan records; assisting in the development, installation, and deinstallation of museum exhibits; assisting in the enhancement of the Museum's online experience (including digital exhibits and getting collections online); and assisting with internal and external research inquiries. The successful candidate is expected to work both independently and as part of a team.

Key Responsibilities and Priorities

- Ensure that all collections materials (permanent collection and loans) are properly documented according to AAM professional standards.
- Process and catalogue all new acquisitions to the collection, including compiling quarterly gift lists for the Museum Committee and the preparation and execution of gift paperwork.
- Cataloguing, rehousing, and inventorying diverse materials in permanent collection (artifact, archival, and library).
- Ensure that all collections materials are stored safely and properly, and that their movements are tracked. Identify storage and conservation needs and make recommendations.
- Generate and maintain all documentation pertaining to incoming and outgoing loans including exhibition contracts, loan agreements, receipts, shipping documents, and condition reports. Arrange for appropriate shipping and crating for incoming and outgoing loans.
- Work with the Digital Asset Manager to coordinate digitization of collections materials. Assist with the processing and organization of digital assets.
- Fulfills external and internal requests for permanent collection images and corresponding information. Assist in external general research inquiries as needed.
- Assist in the development and installation of exhibits, both physical and digital.

Required Skills:

- Knowledge and passion for history, tennis and/or sports. Solid research skills on sports or popular culture history preferred.
- Master's degree in history, museum studies, library science, archival management, material culture studies, or related field.



- Minimum of five (5) years of professional, hands-on museum collections experience.
- Experience working with diverse collections materials (artifact, archival, and library).
- Knowledge of best practices in museum collections care and management.
- Knowledge of and experience with museum registration methods, cataloguing, preventative conservation and storage practices; legal and insurance issues; and procedures governing copyright, fair use, image rights management, and reproductions.
- Experience overseeing domestic and international shipping arrangements.
- Knowledge of museum collections management database programs (ITHF uses MimsyXG) and digital asset management systems (ITHF uses Piction and Widen). Experience with Crystal Reports is preferred.
- Excellent computer skills, including working knowledge of both Mac and PC based systems, Microsoft Office 365, Adobe Creative Suite, and collections management database programs (ITHF uses MimsyXG), Experience with Crystal Reports and DAMS preferred (ITHF uses Piction and Widen).
- Strong written and verbal communication skills.
- Ability to work well under pressure and with conflicting requests. Demonstrated ability to work independently, collaboratively, and effectively with others under pressure amidst shifting priorities, managing time, staying organized, and meeting deadlines effectively.
- Physical ability to move about the museum's galleries, storage areas (both onsite and offsite), and office areas, and to lift and move collections materials as needed, minimum of 25 pounds.

Location, Employment Type & Compensation

- Position is based at the International Tennis Hall of Fame in Newport, Rhode Island.
- Full Time, Exempt
- Salary range: \$65,000-75,000
- This position requires the flexibility to work weekends and evenings when necessary.
- The International Tennis Hall of Fame is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, age, gender identity or expression, sexual orientation, religion, national origin, disability status, familial status, or any other category protected under applicable federal, state or local law. We strongly encourage individuals of all backgrounds to apply.

To apply, please submit a cover letter and resume to Nicole Markham, Curator of Collections at markham@tennisfame.com by December 17. No phone calls, please.