



U.S. Senate  
Office of the Secretary

## **HUMAN RESOURCES**

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### **Vacancy Announcement**

**POSITION:**

**Collections Manager**

**DEPARTMENT:**

**Office of Senate Curator**

**SALARY RANGE:**

**\$79,805 - \$123,700**

**CONTACT**

Applications for the position must be submitted online; see the link below. If you need an accommodation to submit an application for this position, please contact Human Resources at 202-224-3625 or stop by the Human Resources office at SH231B.

**FEDERAL RELAY  
SERVICE**

Speech/Hearing impaired persons may contact the Federal Relay Service at 1 (800) 877-8339 TTY

**POSTING DATE:**

**May 29, 2018**

**DEADLINE FOR  
APPLICATIONS:**

**Open until filled**

The online application can be found in the Employment section of Senate.gov - <http://www.senate.gov/employment>.

All applicants should complete a Secretary of the Senate Application for Employment and attach a cover letter and current resume to the Human Resources Department at the link listed above. Qualified candidates will be contacted if selected for an interview. Do NOT mail. No phone calls please.

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**COLLECTIONS MANAGER**

**Department:** Office of Senate Curator

**Reports to:** Associate Curator

**NATURE OF WORK**

This is professional, technical, and administrative work directing the collections management program of the Office of Senate Curator, on behalf of the Senate Commission on Art. Responsibilities include developing, managing, and implementing standards, policies and procedures for the care, conservation, and documentation necessary to preserve and protect the Senate's permanent collections of art, historical furnishings and memorabilia. Work is bound by Secretary of the Senate policies and procedures, the *U.S. Senate Handbook*, the *Senate Ethics Manual*, the Senate Commission on Art, Senate Committee on Rules and Administration, Senate Procurement Regulations, Federal Appropriations Law, the Foreign Gifts and Decorations Act, and standards established by the American Alliance of Museums, but requires independent judgment in setting priorities and handling assignments. Work is performed under the general direction of the Associate Curator.

**ESSENTIAL FUNCTIONS**

Direct the collections management program; assess program needs; develop and implement collections management standards, policies, and procedures to ensure the safety and preservation of all collection objects.

Serve as principal Contracting Officer's Representative for the Office of Senate Curator to create conservation contracts and serve as primary project manager of multiple conservation projects. Develop scopes of work, evaluate proposals, interview and evaluate vendors for conservation projects. Negotiate contracts and recommend proposals for Curator approval; ensure compliance and payment of contracts and recommend courses of action to Curator; inspect and ensure quality of work and associated deliverables; notify Curator of progress or concerns; supervise logistics for conservation projects; and coordinate movement of objects with shipping vendors and Registrar.

Develop and maintain condition, care, and conservation treatment records and integrate information into relevant databases and files. Set priorities for the conservation program to repair damage and mitigate detrimental conditions for collection objects; determine the organization and scope of projects; and research and evaluate methodologies for treatments. Prepare and implement schedules for periodic preventive maintenance. Oversee collections storage facilities and systems; evaluate environmental conditions of storage and display areas; recommend modification to lessen potential

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*The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge and skill typically required and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.*

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damage from environmental issues or negligence; and determine environmental and storage or display requirements for collection objects and potential acquisitions.

Oversee collections-related budget and project funding; plan and prepare a budget for collections management and conservation activities; and provide recommendations for annual and long-term spending plans to the Curator.

Provide guidance and oversight to the Collections Specialist for duties related to collection monitoring and care; and provide assessments of this work to the Associate Curator for performance/merit evaluations. Supervise a graduate student intern assigned to the Collections Division as part of the Secretary of the Senate's internship program each summer.

Maintain current knowledge of the Curator Office's Emergency Action Plan (EAP) and Continuity of Operations (COOP) plan; participate in periodic exercises and drills.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is primarily performed in an office setting but requires frequent visits to project sites. Employee must have the physical dexterity to climb ladders and scaffolding, or crawl under/into spaces in order to review work. Work requires frequent walking, standing, bending, carrying items 25-50 pounds and climbing ladders and to inspect and/or move objects. Conservation and preservation may expose employee to dust, paint, cleaning solvents and fumes which require appropriate safety precautions.

### **MINIMUM QUALIFICATIONS**

Work requires a Master's Degree in art or American history, museum studies, or a related field, with five to eight years of registration or collections management experience; or an equivalent combination of education and experience that provide the following knowledge, skills, and abilities:

Knowledge and experience developing procurement documents and scopes of work for conservation projects, and negotiating and overseeing conservation contracts and contractors.

Familiarity with government contracts and procurement methods is beneficial, but not required.

Knowledge of the Senate as an institution.

Knowledge of collections management and museum registration concepts, principles, and practices.

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Knowledge and experience with information retrieval systems, relevant database programs, and electronic documentation technology.

Knowledge of legal and ethical issues involving art and historical objects.

Knowledge of museum standards for the care, preservation and display of works of art, archival records, and historical objects.

Ability to safely handle and examine art objects.

Ability to manage projects and coordinate efforts of multiple crews; and to work collaboratively with Senate staff and outside organizations and institutions.

Ability to organize data and objects.

Ability to implement operational guidelines and procedures.

Ability to analyze and apply information to formulate recommendations.

Ability to thoroughly research topics and write professional documents for educational purposes.

Ability to deal with others using tact and diplomacy.

Ability to establish and maintain effective working relationships.

Ability to communicate effectively, both orally and in writing.

**LICENSES, CERTIFICATION AND OTHER REQUIREMENTS**

None.

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