

## DIRECTOR, COLLECTIONS AND ARCHIVES

### GENERAL JOB DESCRIPTION:

The Director Collections and Archives is primarily responsible for the management of the print collections and archives of Brandywine Workshop and Archive's (BWA) Permanent Collection and Archives. The Director Collections and Archives ("Director") oversees the care and documentation of all prints produced at BWA, print collections gifted to BWA and non-print artwork, written materials and other objects in BWA's Permanent Collection and Archives. The selected candidate will be responsible for the management, organization, data collection, record keeping, accessioning, digitization, storage, and care of BWA's Permanent Collection and Archives using accepted collections and archival professional standards and ethical practices, ensuring that all editions of prints printed at BWA and in the Collection are accounted for, and that records accurately reflect catalog information, condition reporting, and other informational details. This position is also responsible for exhibitions of artwork produced at BWA and from its collection of other prints in BWA's on-site galleries and off-site venues,

### GENERAL JOB FUNCTIONS:

- Hire, train, and supervise staff, volunteers, and interns for Collections and Archives Management team.
- Ensure compliance with professional guidelines and codes of ethics for the stewardship of art and archive collections, adhering to best practices.
- Oversee processing, logistics and cataloguing of all incoming prints to the Collection, outgoing of prints from the Collection and associated documentation in connection with loans, exhibitions, and sales of prints.
- Review and assess BWA permanent print collections for display, framing, mounting, conservation and storage.
- Determine and manage all print and archive storage on and off-site; develop and implement handling and housing policies and procedures.
- Supervise projects including but not limited to cataloguing Collections and conducting provenance research on archival material including photographs, books and other objects.
- Prepare budgets for the Collections and Archives department.

### SPECIFIC DUTIES & RESPONSIBILITIES:

- *Collections Management:*
  - Ensures collections management and registration staff follow collections management policies and procedures including the creation and maintenance of physical and digital records for all matters related to the Collections and Archives including accessioning and deaccessioning.
  - Utilizes collection management software to organize and track BWA's Collections and Archives.
  - Maintains detailed and accurate records of each item in the Collection and Archives, including provenance, condition, and other relevant information.
  - Oversees rights related to any reproductions of the Collection and Archives and secures associated publications for BWA's Collection and Archives and research.
  - Assists in developing a budget for collections management, exhibition logistics, collections conservation, registration, and research access.
  - Responsible for creation, maintenance and implementation of a collections management policy that includes among other things registration and provenance research policies and procedures for related legal documents.
  - Develops and implements strategies for the conservation and preservation of artworks and archival materials in the Collection and Archives.

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- o Reviews and assesses all permanent Collections works for display and determines framing, mounting, housing, and display.
- o Works with professional conservators to address any preservation needs and ensures the long-term integrity of the collection.
- o Prepares budgets for conservation and consultations and commissions conservators as needed.
- o Creates Collection and Archives quarterly reports including accessions, deaccessions, condition and provenance and other information; creates other reports as requested.
- *Exhibitions, Access and Outreach*
  - o Collaborates with curators and exhibition designers to plan and execute exhibitions showcasing the Collection.
  - o Assists Executive Director in the development of exhibition and tour budgets.
  - o Reviews and provides feedback on travelling exhibition venue(s) and related contracts.
  - o Oversees all on-site exhibition, travelling exhibition and print sales logistics including shipping, couriers, insurance, environmental controls, security, lenders restrictions and installation of loans and buyer instructions.
  - o Establishes art-handling guidelines for the Collection and exhibitions program.
- o Develops and implements access policies to make Collections available to researchers, staff, and the public.
- o Facilitates research requests and provides assistance to individuals using the archives.
- o Coordinates, plans and executes with other BWA staff outreach programs, exhibitions, and events to promote awareness and use of the Collections.
- *Collection Provenance and Cataloging:*
  - o Works with curators and conservators on provenance research and analysis.
  - o Evaluates proposed acquisitions.
  - o Advises Executive Director on potential issues in provenance research.
  - o Coordinates with marketing and communications department Artura.org to share information regarding the Collection and Archives with the public.
- *Archival Preservation:*
  - o Implements strategies for the preservation and conservation of archival materials, including proper storage, handling, and environmental controls.
  - o Oversees digitization efforts to enhance access to materials while preserving the originals.
- *Budget Management:*
  - Develops and manages budgets for collections, archives, and related projects.
  - Works with the Executive Director and Development to seek external funding opportunities for the Collections and Archives through grants and donations.
- *Risk Management:*
  - Assists in creation of strategies including assessing and revising loan contracts for incoming and outgoing loans, art storage, manages fine arts insurance policy and compliance requirements, advises on and facilitates various activities, programs, and special events in the BWA galleries and off-site to ensure the safety of Collections and Archives on exhibition and compliance with BWA and lender and borrower requirements.
  - Oversees and manages revisions of the Collections and Archives Emergency and Response plan and implements appropriate training of all staff.
- *Professional Development:*
  - Stay informed about best practices, trends, and advancements in collection and archival management through professional development activities.

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### QUALIFICATION REQUIREMENTS:

- **Education:**

- A bachelor's degree, master's degree in collections and archival management, library science, museum management, art history, or a related field.

- **Experience:**

- 4+ years of experience in archives, libraries, or museums, with a focus on collections management and archival practices.
- Experience in progressively responsible roles, including supervisory or managerial positions.
- Demonstrated understanding of archival and collections management principles, standards, and best practices.
- Familiarity with the legal and ethical considerations related to artwork collections and archives, including copyright and privacy issues.
- Proficiency in collections and archival management systems and software including digitization processes and digital preservation standards.
- Strong analytical and problem-solving skills to address challenges related to collections management and preservation.
- Experience in planning and executing exhibitions, preferably art exhibitions, archival projects, and digitization initiatives.
- Demonstrated ability to establish and maintain effective working relationships with colleagues, researchers, and external organizations.
- Experience in budget planning and management, and strategic planning.
- Excellent written and oral communication skills for effectively interacting with staff, stakeholders, and the public.
- Knowledge of and involvement in relevant professional networks and associations.

- **Salary:** \$60,000 - \$65,000 based on experience

To apply, submit cover letter and resume in electronic format to [mparchment@brandywineworkshop.com](mailto:mparchment@brandywineworkshop.com). Please indicate **Director Collections & Archives** in the subject line of email and in body of cover letter.

*The Brandywine Workshop and Archives is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation, or political affiliation.*