



## Position Description

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Title: **Collections Manager**

Classification: Salaried exempt, regular full-time

Reports To: Executive Director

Salary: \$42,000 - \$52,000

Benefits: Medical, Dental, Vision

Supervises: Volunteers, interns

Location: Boise, Idaho

### Summary of The Archives of Falconry

Archives of Falconry (TAF) was initially conceived, developed, and supported by several visionary falconers and leaders within the Peregrine Fund. Since its inception, TAF has grown into a world-renowned repository of falconry material culture and historical records. The mission of The Archives is *to collect, preserve, and interpret global falconry history, art, literature, and material culture*. Our vision for the future is to **reach, engage, and inspire** a diverse world community of falconers, sportsmen and women, scholars, journalists, and other interested public with compelling programs, dynamic exhibits, and prominent online resources.

### Job Descriptions and Summary of Desired Qualifications

The Collection Manager will oversee the Archives substantial collection of falconry literature, art, photos, film, memorabilia, material culture and more. The Archives seeks a unique individual with an interest in our mission and a demonstrated expertise in managing collections. Candidates should be proficient in accessioning, handling, preserving, and accurately cataloging collections items as part of a museum, archive, or similar institution. We are also seeking a candidate who is 1) passionate about exploring dynamic ways to make collections more relevant and accessible, and 2) has experience in presenting collections online.

While we are interested in candidates with an expertise in the practice and history of falconry, we also welcome qualified candidates who share expertise in complementary areas, such as field sports, natural history (especially raptors), wildlife conservation, and cultural anthropology.

The Archives is undertaking a multi-year initiative to make its collections, and supporting content, globally accessible online. The Collections Manager will play a pivotal role in realizing a world-class digitization initiative, seeking to integrate the collection into our website portal, virtual exhibits, video series, and other online resources.

## **Tasks and Responsibilities**

- Handle collection material using best conservation practices.
- Oversee the accession, documentation, and cataloging of collection items.
- Manage an ongoing effort to digitize The Archive's collection using photography, flatbed scanners, 3D scanning technology, slide scanners, and more.
- Enter new collection records (and improve existing records) into our collection management system (Past Perfect Web Edition), adhering to established standards and guidelines.
- Manage incoming collection access requests (calls, e-mails and written correspondence).
- Assist the Executive Director in developing a revised Collections Plan.
- Guided by the Collections Plan, assist Collections Committee members in identifying collection priorities, and the acquisition of new collection materials.
- Cultivate, train, and supervise small volunteer team to assist in digitizing collections, photography, data entry, and other duties.
- Attend Collections Committee meetings.
- Support the production of video content as needed, as well as organizing the digital asset/image library.
- Assist with events and public programs including interpretive talks about items in the collection.
- Periodically contribute collection-related content for our website, social media, blog posts, and other publications.
- Uphold museum standards and cleanliness of storage facilities and associated areas.
- Coordinate with IT professionals as needed to maintain and preserve digital assets.

## **Knowledge, Skills, and Abilities**

**To qualify for this position, you must demonstrate experience and ability in the following areas:**

- Knowledge and expertise in collection management and curation; including documentation, research, handling, and preservation among others.
- Strong understanding and experience with collection management systems such as Past Perfect or similar.

- Interest in integrating collection resources into exhibits and other interpretive content.
- Strong writing and editing ability.
- Self-motivated professional requiring limited supervision.
- Excellent communication skills, with a track record of positive collaboration.
- Skills in digital asset management, including creating and maintaining asset libraries, folders, tags, and metadata across systems.
- Ability to operate digitization equipment including scanners and cameras and storage devices.
- Ability to perform rights research and oversee copywrite and licensing details relative to collection access and use of collection items in websites, exhibits, and publications.
- Ability to work with image and video files (psd, eps, jpg, png, gif, mp4, mov) to output needed formats and crops of still and moving images.

#### **Minimum Education and Experience Requirements**

Bachelor's degree from an appropriately accredited institution and at least three years as a collections professional working with a collection at an established museum, archive, or similar institution.

#### **To Apply Required Documentation:**

Applicants should attach:

1. Cover letter
2. A current CV
3. Contact information for 3 personal references

to:

John M. Goodell  
Executive Director  
The Archives of Falconry  
5668 W Flying Hawk Ln, Boise, ID 83709  
[john.goodell@falconry.org](mailto:john.goodell@falconry.org)

The application deadline is September 3<sup>rd</sup> at 5pm Mountain Time.