



## COLLECTIONS PROJECT MANAGER, CONTRACT

Maymont is a 100-acre historic estate and park, located in Richmond, Virginia, with many unique experiences for all to enjoy, including a historic mansion, The Robins Nature Center, arboretum, formal gardens, and habitats for native Virginia wildlife and farm animals. Since 1975, Maymont has been maintained and operated by the nonprofit Maymont Foundation, committed to creating experiences that delight, educate and inspire its guests.

The Maymont Foundation is seeking an experienced Collections Project Manager to oversee the planning, deinstallation, packing, storage, and reinstallation of the Maymont Mansion collection as the historic structure undergoes upgrades to the roof, HVAC, and fire suppression systems. This is a temporary, contract position expected to begin April 2023 and end October 2024.

### Essential Functions:

- Works with the curatorial team to create a plan for the movement and storage of the collection during the Mansion construction project period
- Collaborates with the Curator and the Conservation Tech to create inventory controls
- Participates in planning, scheduling and coordination with art handlers for packing of collections
- Prepares condition reports on objects prior to the project period and identify works from the collection that are in need of conservation
- Ensures the safe and accurate registration of all collections during packing
- Works within the current collections management database, Proficio, to update records as needed
- Oversees the packing by art-handling professionals and be able to provide appropriate guidance on proper handling and packing of objects
- Works with Conservation Tech on IPM monitoring
- Documents and records construction activities
- Performs other duties as required

### Education and Experience:

- Degree in History, Art History, Architectural History, Museum Studies, Historic Preservation, Decorative Arts or related discipline; Master's level preferred
- 2+ years of experience in museum or historic collections

### Required Skills/Abilities:

- Strong attention to detail
- Knowledge of current museum collections care practices for handling and packing
- Knowledge of collections management databases preferably Proficio
- Ability to take collections photos
- Ability to prioritize multiple tasks and work within deadlines
- Strong organizational skills and attention to detail
- Proficient in spreadsheets
- Valid VA Driver's license required

### Physical Demands:



- Frequent sitting, standing, walking and talking for extended periods
- Bending, stooping and lifting up to 50 lbs.
- Ability to work inside and outside in all weather conditions
- Specific vision abilities required by the job include close vision, distance vision, depth perception and the ability to adjust focus

FLSA Status: Contract

To be considered for this position, please send a cover letter and resume to [employment@maymont.org](mailto:employment@maymont.org). Please include the position title in the subject line.

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*This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and perform other job-related duties. This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship.*

*All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.*

*Maymont Foundation is committed to creating a diverse environment and is proud to be an equal opportunity employer.*