



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:**

**\$74,743 - \$115,854**

**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:**

**September 14, 2015**

**DEADLINE FOR  
APPLICATIONS:**

**October 9, 2015** Applications will NOT be accepted after 11:59 p.m.

The new 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.

**VETERANS'  
PREFERENCE:**

Hiring for this position will be governed by the Veterans Employment Opportunity Act of 1998 ("VEOA"), as made applicable by the Congressional Accountability Act of 1995. Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Secretary of the Senate and who are disabled or

who have served on active duty in the Armed Forces during certain specified time periods or in certain military designated campaigns (“veterans”) may be eligible to receive a preference over non-veterans in hiring decisions. Family members of veterans may also be eligible to receive a veterans’ preference if the veteran cannot claim his or her veterans’ preference.

To be eligible for a veterans’ preference, applicants must meet all of the requirements set forth in the VEOA and applicable regulations. Those eligibility requirements are summarized in the Application for Veterans’ Preference, which may be obtained by visiting:

[http://www.senate.gov/employment/resources/pdf/SOS\\_VeteransPreference.pdf](http://www.senate.gov/employment/resources/pdf/SOS_VeteransPreference.pdf).

**If claiming a veterans’ preference, an applicant must indicate that he/she is preference eligible on the application or resume and must submit a completed copy of the Application for Veterans’ Preference along with the supporting documentation specified on that form.** If the Office of the Secretary of the Senate does not receive the Application for Veterans’ Preference and supporting documentation by the closing date, the applicant’s claim for a veterans’ preference may be denied.

Applicants may obtain a copy of the Office’s Veterans’ Preference in Appointments policy by submitting a written request to [vets@sec.senate.gov](mailto:vets@sec.senate.gov).

Individuals who are entitled to a veterans’ preference are invited to self-identify voluntarily. This information is intended solely for use in connection with the Office of the Secretary of the Senate’s obligations and efforts to provide veterans’ preference to preference-eligible applicants in accordance with the VEOA. An applicant’s status as a disabled veteran and any information regarding an applicant’s disability, including the applicant’s medical condition and history, will be kept confidential and will be collected, maintained and used in accordance with the Americans with Disabilities Act of 1990, as made applicable by section 102(a)(3) of the CAA, 2 U.S.C. §1302(a)(3). An applicant who declines to self-identify as a disabled veteran and/or to provide information and documentation regarding his/her disabled veteran’s status will not be subjected to an adverse employment action, but the individual may be ruled ineligible for a veterans’ preference.

All applicants should submit a Secretary of the Senate Application for Employment (and, if applicable, Application for Veteran’s Preference and supporting documentation specified on that form), cover letter and current resume to the Human Resources Department at the above address. 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 policy, the Senate Commission on Art, Senate Committee on Rules and Administration, Senate Procurement Regulations, Federal Appropriations Law, the Senate Code of standards of official conduct (codified in Senate Rules and the Senate Ethics Manual), the Foreign Gifts and Decorations Act, and standards established by the American Alliance of Museums, but requires independent judgment in setting priorities and handling unusual assignments. Work is performed under the general direction of the Associate Curator.

**ESSENTIAL FUNCTIONS**

Directs the collections management program; assesses program needs; develops and implements collections management standards, policies, and procedures to ensure the safety and preservation of all collection objects. Develops and maintains condition, care, and conservation treatment records and integrates information into relevant databases and files. Sets priorities for the conservation program to repair damage and mitigate detrimental conditions for collection objects; determines the organization and scope of projects; and researches and evaluates methodologies for treatments. Prepares and implements schedules for periodic preventive maintenance. Oversees collections storage facilities and systems; evaluates environmental conditions of storage and display areas; recommends modifications to lessen potential damage from environmental issues or negligence; and determines environmental and storage or display requirements for collection objects and potential acquisitions.

Serves as project manager for conservation projects; develops scopes of work, evaluates proposals and recommends courses of action to Curator; inspects and ensures quality of work; notifies Curator of progress or concerns; supervises logistics for conservation projects; and coordinates movement of objects with shipping vendors and Registrar.

Oversees collections-related budget and project funding; plans and prepares a budget for collections management and conservation activities; provides spending recommendations to the Curator;

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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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interviews and evaluates vendors for conservation projects; negotiates contracts and recommends proposals for Curator approval; and ensures compliance and payment of contracts.

Provides guidance and oversight to the Collections Specialist for duties related to collection monitoring and care; and provides assessments of this work to the Associate Curator for performance/merit evaluations. Supervises a graduate student intern assigned to the Collections Division as part of the Secretary of the Senates internship program each summer.

Maintains current knowledge of the Curator office's Emergency Action Plan (EAP) and Continuity of Operations (COOP) plan; participates 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 scaffold, or crawl under/into spaces in order to review work. 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 of collections management and museum registration concepts, principles, and practices.

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

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

Knowledge of museum standards for the display of artifacts and documents.

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.

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Ability to analyze and apply information and 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 communicate effectively, both orally and in writing.

**LICENSES, CERTIFICATION AND OTHER REQUIREMENTS**

None.

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