ROBERT R. MCCORMICK FOUNDATION

Collections Manager

**Department:** First Division Museum  
**Reports to:** Chief Curator  
**Location:** Wheaton, IL

**About the First Division Museum**
Robert R. McCormick served in the First Infantry Division during World War I fought during the Battle of Cantigny in 1918. This battle affected him so strongly that after the war he renamed his Wheaton farm in its honor. Organized on June 8, 1917 for duty on the Western Front in World War I, the 1st Infantry Division was first permanent division in the regular Army and has seen action in all American wars since 1917, except the Korean War. Today museum visitors can witness the sights, sounds, and soldiers’ stories from the First World War through modern times. Visitors can encounter, question, and form their own views of our military past and present. The museum and grounds were fully renovated in 2017, and admission is always free.

**Opportunity: Collections Manager**
We are looking for a Collections Manager who will be responsible for the preservation, care, and use of the permanent collection of more than 15,000 three-dimensional artifacts. Specifically, this position manages and supervises proper handling, conservation, documentation and storage to preserve and interpret objects that represent the history of the 1st Infantry Division in the broader context of American military history. The ideal candidate brings at least two years of experience working in a museum collections department and is familiar with 20th and 21st century United States military material culture. This is a great opportunity for someone who enjoys caring for and sharing the museum’s vast collection to make that knowledge accessible to others. This is a full-time position that reports to the Chief Curator.

AAIHS  
African American Intellectual History Society  
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Responsibilities

- Directs the care, documentation, and inventory of the three-dimensional permanent collection, including supervising access and activity in storage areas and cataloguing objects into museum’s PastPerfect database
- Responsible for conservation of objects, including pest monitoring, housing projects and storage upgrades, condition reporting, recommending conservation priorities, arranging for off-site conservation, and overseeing the budget for conservation supplies
- Monitor collections and artifacts on exhibit, including environmental data loggers, security issues, disaster preparedness, and coordinating an annual cleaning routine
- Prepare reports on artifact collection at the direction of the Curator of Collections, responsible for annual firearms inventory and other inventories as requested
- Attend exhibit planning and design meetings and collaborate with the Exhibits and Collections Processing Technician to create basic and specialized mounts/supports, assist with case preparations, assist with artifact installations/de-installations, and design and implement a rotation plan for artifacts on display at the First Division Museum or other museums
- Promote the use of the collection by researchers and the general public
- Represent the First Division Museum at programs, events, and professional museum/history conferences
- Coordinate movement of permanent collection when needed and help oversee outside contractors hired to assist with collection moves and installations/de-installations
- Emphasize best practices regarding safety in the workplace including the safety of volunteers during motor pool operations; follows established safety rules for the use of personal protection equipment, the proper operation of tools/machinery, and the handling of a variety of materials; and reporting any unsafe conditions to respective supervisor

Qualifications

- Bachelor’s degree in history, anthropology, or related field; master’s degree in a museum studies preferred
- A minimum of two years of professional work experience in a museum setting and knowledge of 20th and 21st century United States military history
- Comfort with subject matter that can be challenging and at times disturbing as it deals with war and its consequences, and sensitive cultural subject matter
- Strong interpersonal communication skills and customer service orientation
- Efficient and effective multi-tasking and time management skills
- Detail-oriented, inquisitive, and thoughtful
- Team player, with the ability to work independently when needed
- Demonstrated passion for the Foundation’s values with commitment to deliver results measured against the Foundation’s mission
- Basic computer skills including use of Microsoft Office Suite, proficiency in PastPerfect

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• The following physical abilities are required for the position: communicate verbally with visitors and staff; hear visitors’ voices; be physically able to stand for 4-5-hours at a time; be physically able to lift and carry 50 lbs. using proper safety precautions; ability to work in variable weather conditions; comprehend and speak English extensively and clearly with the public; display ability to respond in emergencies; and tolerate reasonable noise in the environment
• Must be available for occasional evening and weekend events and some travel
• Must attend Cantigny Park’s Child Safety Training
• Must attend First Division Museum training once a year
• All offers are contingent upon successful completion of a criminal background check and drug screening

To apply: submit a resume and cover letter online here.

Cantigny Park and the Robert R. McCormick Foundation provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, individuals with disabilities, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital and housing status.