
Title of Position *	Collections and Museum Exhibits Manager (Part-Time)
Institution *	Texas Medical Association
Position Location: City & State *	Austin, TX
Position Closing Date	<u>Thursday, August 31, 2017</u>

About the Institution	Texas Medical Association was organized by 35 physicians in 1853 to serve the people of Texas in matters of medical care, prevention and cure of disease, and the improvement of public health. Today, with more than 50,000 physician and medical student members, TMA is the nation's largest state medical society.
Institution Website Address	https://www.texmed.org/

Summary of Responsibilities

BASIC FUNCTION

To assist the Texas Medical Association in the preservation of information and materials related to the history of medicine in Texas and to maintain an archive for the history of the association.

EXHIBITS ACTIVITIES:

1. Develop an annual schedule for museum exhibits.
2. Locate sources for exhibits for loan.
3. Arrange for delivery and set up of exhibits on loan.
4. Provide any additional documentation and research materials related to these exhibits.
5. Conduct research and produce materials necessary to set up original exhibits.
6. Write and produce exhibit catalogues for each exhibit.
7. Coordinate publicity for exhibits.
8. Handle all correspondence for potential exhibitors and donations of historical materials and artifacts.
9. Coordinate fundraising activities.
10. Seek out sources for grants for exhibits and museum acquisitions.

11. Conduct tours on request.
12. Arrange for appraisals of materials acquired.

COLLECTIONS ACTIVITIES:

1. Work closely with TMA staff to ensure that association materials of historical value (i.e. membership records, correspondence, news clippings, photos, etc.) are collected and preserved in a manner that will tell the story of the Association.
2. Maintain TMA Presidents information database and collection.
3. Provide research and documentation for artifacts within the history of medicine collection.
4. Provide reference service for historical questions, including genealogy research on physicians.
5. Receive gifts and donations to collection.
6. Develop and maintain digital object catalog
7. Perform other related duties as directed or required.

SUPERVISORY RESPONSIBILITY

No supervisory responsibility. This position requires a minimal amount of supervision by the Knowledge Center Director and reports to the History of Medicine Committee.

INDEPENDENCE/SUPERVISION RECEIVED

Duties are performed independently to achieve assigned objectives; however, methods and procedures may not be specifically defined. Employee may be required to develop or research appropriate methods and procedures to be used.

Required Qualifications

GENERAL QUALIFICATION REQUIREMENTS

Education: B.S. or B.A. degree, with history or science background preferred.

Experience: 1– 2 years' experience in research techniques and/or exhibition organization and management. Knowledge in preservation and exhibit design is helpful. Experience with social media tools and marketing is helpful.

Skills and Abilities:

Must have good communication skills both written and verbal to communicate with patrons, department directors, museum directors, donors, and the public relations staff.

MARC cataloging/experience with online public access catalogs a plus.

Compensation	Up to \$20/hr.
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Apply at this Website:	https://www.texmed.org/PositionsAvailable.aspx
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Apply with this email:

Special Instructions to Apply:
