

# Principal Archivist / Manager



**INCUMBENT:** Vacant  
**REPORTS TO:** Director of Collections  
**LOCATION:** Bowling Green, KY  
**STATUS:** Full-time, Exempt, Hybrid  
**DATE:** Open Until Filled

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## DESCRIPTION

The Principal Archivist / Manager works alongside area managers within the Collections and Education teams. This position aligns and directs the activities of artifact registration, conservation, preparation, and installation to further the organizational mission of the museum. This position is ultimately responsible for the management of the makeup, development, and safekeeping of the National Corvette Museum's (NCM) collection of artifacts, library (research center), and archives materials by following and implementing accepted museum professional standards and practices. Working closely with the librarian and the museum curatorial team, this position guides, supervises, and mentors staff, directing the activities of the departments under their supervision to fulfill the museum's strategic objectives. The Principal Archivist / Manager also implements and recommends the operating policies and practices for the Library & Archives department, including ones pertaining to the acquisition, management, and accessioning and deaccessioning processes. This management role is responsible for balancing an interconnecting set of priorities, ranging from the digitization of the collection to keeping up to date with best practice innovation in the physical care and storage of exhibits and artifacts.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Advise and create SOP's that guide significant decisions and strategic direction for the Archive, and jointly implement NCM policies and activities.
- Lead the library & archives. Assist in the preparation of operating budgets for the same areas of responsibility and assure that functions are carried out within the parameters of the budget.
- Seek and recommend acquisitions for our archive. Lead the acquisition process internally and advise the director on issues requiring approval of the board collections committee.
- Recommend loan requests. Work closely with other C& E managers, to ensure the appropriateness, safety, and condition of all loans.
- Recommend new initiatives that fulfill the NCM's mission and once approved, see them through to completion. Oversee other initiatives as assigned.
- Supervise the planning, acquisition, safekeeping, and cataloging of collections objects related to Corvette history while maintaining the highest standards of stewardship.
- Provide recommendations for the collections' growth, through acquisitions and gifts, and deaccessioning, as well as long-term planning and prioritizing for the collections team and conservation of collection items.
- Field public and professional research inquiries.
- Maintain working knowledge of, and compliance with, the highest ethical and legal standards related to organizational responsibilities, museum collections, and public accountability.
- Responsibilities are not all-inclusive, additional duties may be assigned.

## **EDUCATION/EXPERIENCE**

- Bachelor's degree in museum studies, history, public history, or related area of study. Master's degree preferred.
- 5 years of relevant work experience with a minimum of three years leading museum projects, programs, and mentoring others.
- Applied knowledge of professional museum principles, practices, and procedures.
- An understanding of visitor-centered approaches to content, development, and interpretation – in the exhibition gallery and digital spaces.
- Experience in the automotive museum arena.

## **QUALIFICATIONS**

- Strong knowledge of, and commitment to, non-profit museum ethical and legal standards as well as best practices.
- Experience in, museum curating research, and collection development.
- Strong verbal and written communication skills, including the ability to communicate complex concepts about history to a wide range of audiences.
- Strong verbal, public speaking and presentation skills preferred.
- Ability to balance administrative, financial, and practical management duties.
- Well-organized and self-directed individual who is a team player.
- Strong work ethic and unquestioned personal and professional integrity.
- High level of commitment to team and company values.
- Strong attention to detail, establishing priorities, and meeting deadlines.
- Excellent time management and organizational skills.
- Willing to travel as needed.
- Valid state driver's license required.