

POSITION PROFILE



# Collections Manager and Registrar

The American LGBTQ+ Museum

New York, NY



## Museum Overview

The American LGBTQ+ Museum (ALM) preserves, investigates, and celebrates the dynamic histories and cultures of lesbian, gay, bisexual, transgender, and queer people, as well as those of the emergent and adjacent identities among our communities. Using exhibitions and programs, we seek to advance LGBTQ+ equality through the lens of social justice movements, including, but not limited to, race, gender, class, immigration, and disability.

In 2017, the Museum was founded by a group of activists and advocates for LGBTQ+ rights. The [board and staff](#) work to center racial, gender, and disability justice in all aspects of the organization. A scope of research and planning was undertaken in 2019, by a museum planning firm, including national audience and market research and conversations with museum leaders, heads of LGBTQ+ archives, and other non-profit leaders. In 2021, a partnership was established with the New-York Historical Society to house the Museum in a new wing they are constructing beginning in 2024. In 2022, the Executive Director, Ben Garcia, was hired. In 2022-23 monthly public programs were launched, an experience developer was selected to lead the creation of the first tranche of exhibitions and digital experiences, and a \$30-million comprehensive fundraising campaign was launched.

The Museum is building its home in New York City because of its cultural context, its historic significance in the LGBTQ+ rights movement, and its popularity as a tourist destination. However, its national scope for exhibitions and educational products will be reflected in a series of traveling exhibitions created with partners across the country, and a digital museum with born-digital and gamified experiences. We are planning a 2027 opening for the Museum's galleries in New York.

The Museum aims to:

- Preserve personal stories, and intangible heritage that are being lost every day
- Educate our communities on the evolving and complex narratives of LGBTQ+ history
- Provide a physical space for LGBTQ+ people that fosters individual dignity and unifies across generations and differences
- Support and inspire a new generation of activists to advance social justice

For more information about The American LGBTQ+ Museum, please visit the [website](#).

## Vision

The Museum envisions a world in which all people work toward and experience the joy of liberation.

## Collections Overview

Collaborative models are at our core. Partnerships will be crucial to our goals, shaping how we connect, create, and sustain collective efforts. We anticipate this being a major aspect of the work and hope to develop innovative approaches to share and manage our collection.

The museum is in the beginning stages of establishing a collection, and the mandate is still being explored. The collecting scope currently under consideration includes:

- Artifacts that broadly represent American LGBTQ+ history and culture, from early indigenous history to the present day,
- The primary purpose of the collection is to support didactic or thematic exhibitions and public programs
- Exceptional or outstanding items will be collected as opportunities arise
- Artifacts that are linked with LGBTQ+ activism at national, community, and domestic scales

The museum has limited preliminary holdings (800 items, including personal artifacts, ephemera, archival items, and AV media, stored at an off-site collection storage facility) that are being assessed for inclusion in our initial collection. While we are prioritizing collection efforts for our core displays and inaugural exhibitions, we are also exploring collecting for preservation and acting as an intermediary steward for collections at risk.

## Position Summary

The *Collections Manager and Registrar* will oversee the care, documentation, and management of the Museum's collection. This includes developing and enforcing collection policies, maintaining accurate records, and ensuring preservation of all objects, including those on loan or under temporary custody. This position will play a key role in developing the museum's first Collection Management Policy and Collection Development Plan for Board adoption.

The *Collections Manager and Registrar* will also coordinate logistics for the Museum's exhibitions, including the launch of the inaugural program at our New York Historical galleries. This position will serve as the primary contact for public inquiries regarding the collection and will support internal collection access.

This New York City-based position requires occasional evening, weekend, and holiday work to support exhibition loans, collection movements, and installation or de-installation procedures.

## Essential Job Functions

- Working closely with the Chief of Exhibitions and Collections and the Board's Collections Committee, lead the development and implementation of the Museum's Collections Policy and support the implementation of collection development strategy and initiatives consistent with institutional priorities.
- Lead or support due diligence on provenance, ownership, and legal/ethical considerations for proposed acquisitions and loans, consistent with professional and legal standards. Work with Museum Leadership and Legal Counsel to draft, review, and approve collection-related agreement templates as needed.
- Determine and document process workflows.
- Lead the selection and coordinate the initial setup/development of collection management systems.
- Working with the Chief of Exhibitions and Collections, coordinates acquisition procedures, loan requests, communications with collectors and lenders, and supports the traveling exhibitions program
- In collaboration with the Chief of Exhibitions and Collections, prepare collection budgets and keep track of collection-related expenses.
- Oversee collection care, including preservation, conservation, storage, and documentation, following best practices by:
  - Maintaining collection management systems, continuously improving and completing collection documentation, and leading data quality initiatives.
  - Planning and managing collection storage, including coordination with off-site storage facilities.
  - Organizing and conducting regular inventories and spot checks, maintaining accurate location controls.
  - Managing collection movements, including agreements with shipping vendors, temporary handlers/preparators, and other vendors.
  - Preparing condition reports and coordinating conservation assessments and treatments with specialized consultants and contract conservators.
- Works closely with the Chief of Operations to:
  - Oversee and implement collections-related tasks according to the Museum's Disaster Preparedness and Emergency Response Plan
  - Ensure appropriate insurance coverage for permanent collections and exhibitions, and process claims as needed.
  - Coordinate with colleagues at the New York Historical to maintain proper environmental conditions and security for artifacts and exhibitions.

- o Manage legal documents for temporary exhibitions, such as loan agreements, receipts, condition reports, and insurance certificates, consulting the Chief of Operations as needed. Collaborate with New York Historical to maintain the facility report.
  - o Coordinate with exhibition designers, preparators, and the New York Historical for shipping, receiving, housekeeping, security, repairs, and installation and de-installation of exhibitions and objects.
- Plan and implement photography and digitization projects, and manage rights and reproduction tasks for permanent collection and loaned objects.
  - Respond to collection information access and image requests; manage access to collection records.
  - Collaborate with the Exhibitions and Collections team and museum departments to support research and acquisitions.
  - Supervise and train interns, contractors, and volunteers in handling, documentation, and system use as required.
  - Prepare collections statistics and reports for the Board, funders, and audits.

## Qualifications

### Experience

- This position requires at least 5 years of experience as a collections manager or collections registrar, preferably in a history museum or a comparable historical collections setting. 5-8 years of museum experience desired.
- Expertise in collection policy development/updates.
- Advanced knowledge of collections management systems.
- Demonstrated experience with object handling, packing, transport, and storage.
- Strong interpersonal and communication skills. Experience communicating directly with collectors, lenders, experts, and members of the public.
- Experience coordinating with multiple vendors and consulting experts, and the ability to foster efficient collaboration in complex projects.
- Knowledge of image copyright management and procedures is desired.

### Competencies

- Familiarity and commitment to the vision and mission of the American LGBTQ+ Museum.
- Cultural competency and alignment with our values; commitment to equity and inclusion.
- Working style that equally embraces collaborative and independent work while multitasking in an environment with shifting priorities.
- Commitment and ability to thrive with a diverse, equitable, and inclusive workplace, including in dealings with colleagues, donors, consultants, and other critical stakeholders.
- Knowledge, experience, and interest in LGBTQ+ history.

- Excellent interpersonal and presentation skills with the ability to manage sensitive and confidential situations with discretion, tact, professionalism, and diplomacy.
- Project management and advanced organizational skills, demonstrating the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.

Black, Indigenous, and People of Color (BIPOC), immigrants, women, Latine, and LGBTQ+ candidates are strongly encouraged to apply. We recognize that it is highly unlikely that an applicant meets 100% of the qualifications for the given role. Therefore, if much of this job description describes you, then you are highly encouraged to apply for this role.

## ADA Notations

- Regular sitting, standing, walking, climbing stairs, balancing, crouching, stooping, and communication (talking/hearing).
- Occasional lifting/moving up to 30 lbs.
- Vision requirements include close vision and ability to adjust focus.
- Noise conditions range from quiet to moderate noise.

## Reporting Relationship

This position reports to the American LGBTQ+ Museum's Chief of Exhibitions and Collections and will supervise interns, contractors, and vendors in the future.

## Compensation + Benefits

This is a full-time, salaried position at \$109,167 annually, with a generous benefits package. We do not negotiate salary, as all our positions are compensated based on equitable practices. Please do not apply if this compensation will not meet your requirements.

## Location + Travel

The American LGBTQ+ Museum's offices are currently located at 45 W 36th Street, New York, NY 10018.

This position follows a hybrid schedule, requiring **three to four days** in the office each week. You must attend all in-person meetings and certain programs and events when scheduled.

Some travel will be required to support collection development, off-site storage, and exhibition activities. The Collection Manager and Registrar should expect both short local and longer trips as assignments demand. Travel requirements will be communicated in advance whenever possible.

Standard workdays are Monday through Friday. Evening and weekend hours will be needed during collection installations or related activities. The Collection Manager and Registrar is expected to flex the schedule as needed for critical tasks.

## Diversity, Equity, and Inclusion

Equal employment opportunity and having a diverse staff are fundamental principles at the American LGBTQ+ Museum, where employment and promotional opportunities are based upon individual capabilities and qualifications with regard to race, color, religion, gender, pregnancy, sexual orientation/affectional preference, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, or any other protected characteristic as established under law.

## Submission Instructions

To apply, please visit this [job application portal](#) to complete your contact information and submit your cover letter and resume.

Your cover letter should introduce your specific qualifications for the opportunity, your motivation to join the American LGBTQ+ Museum, and your connection to its mission.

File preparation notes:

- Upload your cover letter and resume as separate files

- Accepted formats: .pdf, .docx

- Max. file size: 1M

- Please use this convention to name your file as applicable:

- firstname\_lastname\_coverletter.pdf

- firstname\_lastname\_coverletter.docx

- firstname\_lastname\_resume.pdf

- firstname\_lastname\_resume.docx

**Deadline to submit applications: May 19, 2026**

An application status update will be sent to all applicants by May 29, and interviews with selected applicants will be scheduled shortly after.