

## **PRESERVATION AND COLLECTIONS MANAGER**

The Pabst Mansion is a historic house museum located in Milwaukee, Wisconsin. An architectural gem with a deep history, the Pabst Mansion is regarded as one of the top five tourist destinations in the city. Guests appreciate the house's beautiful furnishings and artwork as well its unique view of Milwaukee's brewing history.

The Pabst Mansion seeks a Preservation and Collections Manager to be responsible for managing the short and long-term preservation plans for the house, a key component of the organization's mission. This position will also be responsible for the care and management of the Pabst Mansion artifact and archival collections.

### **ESSENTIAL DUTIES**

1. Work with the Director and Board of Directors to develop short-term and long-term preservation plans for the Mansion.
2. Oversee maintenance and preservation of the Pabst Mansion. Identify, plan, and manage restoration and conservation projects.
3. Develop and implement a cyclical maintenance and housekeeping program for the site according to preservation standards and best practices.
4. Develop procedure manuals and planning documents and train and supervise staff and volunteers in the care of the house and its contents.
5. Manage the Pabst Mansion collections; ensuring artifacts and archival materials are under physical control and appropriately displayed, stored, and documented.
6. As part of the budgeting process identify priorities and resources for house and collections care. Prepare annual budget proposal for approval by the Director and Board of Directors.
7. Monitor site preservation/maintenance expenditures to prevent overspending and approve expenditures from site budget.
8. Represent the Pabst Mansion as needed in public meetings, presentations, and other events. Provide subject matter expertise related to the preservation of the home and its collections.
9. Liaise with organizations and agencies, local history groups, tourism groups, and private companies as related to site and collections management.
10. Maintain knowledge of current historic preservation and museum best practices.

To apply, please send cover letter and resume to [info@pabstmansion.com](mailto:info@pabstmansion.com).