



Job Description

Organization: *Alf Engen Ski Museum Foundation*

Staffing Type: *Collections & Operations Manager*

Job Location: *Utah Olympic Park*

Reports To: *Museum Manager*

Job Title: Full-time Museum Collections & Operations Manager

The Alf Engen Ski Museum opened to the public in May 2002. The museum operates under a Board of Trustees of the Alf Engen Ski Museum Foundation, a not-for-profit organization. The Collections and Operations Manager is a crucial position responsible for overseeing the day-to-day management of the museum's collections records and registration processes, with a specific focus on the artifacts related to the Intermountain Region's ski history and the 2002 and future 2034 Winter Olympic Games. This role also serves as the primary internal liaison for building and exhibit maintenance activities within the Utah Olympic Park setting, ensuring world-class facility and display functionality.

Major Tasks/Responsibilities:

Provide management support to the Museum Manager and Executive Director, including, but not limited to:

- Assist in the management of the Museum Guides staff, including scheduling, training, internal communication, payroll administration, and special projects.
- Maintain the museum's artifact collection and archives in alignment with museum best practices.
- Facilitate outgoing and incoming loans.
- Create, maintain, and expand the digital resource database.
- Perform collection research, identify collection-based funding needs, and maintain all related records.
- Oversee and coordinate all museum facility maintenance (working with Utah Olympic Park) and perform daily troubleshooting, maintenance, and cleaning of museum exhibits.
- Additional duties as needed.

Required Knowledge/Skills/Abilities:

- Bachelor's degree in history, museum studies, anthropology, or other related field.
- Minimum 3-5 years' experience with museum collections, registration, or archival work.
- Knowledge of museum best practices and preventive conservation.
- Experience with collections management systems (PastPerfect preferred).
- Demonstrated maintenance and technical knowledge for facility and exhibit troubleshooting, including coordinating with outside contractors.
- Experience hiring, training, scheduling, and managing employees.
- Strong written and oral communication skills and excellent organizational skills.
- Strong computer and database management skills.
- Interest in history, material culture, and skiing.

Hours and Benefits:

- 40 hours per week, **Tuesday through Saturday**
- Health, dental, and eye insurance – 80%
- Simple IRA – 3% match
- Ski lift tickets

Contact:

Annie Bommer, Executive Director

Please send a cover letter and resume to: abommer@uolf.org