

Title: Collection Manager
Department: Artistic Programmes & Content
Reporting to: Curator, Head of Collection

Core mission

The Collection Manager works within the Collection service which is part of the Department of Artistic Programmes & Content. Reporting to the Curator, Head of Collection, the Collection Manager is responsible for the conservation and management of Mudam's collection and contributes to the museum's collection displays.

Missions

To contribute to the development of Mudam's collection in line with the museum's collection strategy and the key objectives of increased access, visibility, ownership, engagement and sustainability. The Collection Manager ensures the safe storage and display of the museum's holdings of contemporary art and design. Working in close collaboration with colleagues across the museum as well as with external curators, partner institutions, artists and their representatives the Collection Manager also works to deepen understanding of and engagement with Mudam's collection, increasing its visibility and promoting access via both physical and digital means.

Functions

Access and Visibility

- To work closely with artists, curators and Mudam's Curators, Registrars and Technical team to support the planning and delivery of collection displays.
- To contribute to the production of collection texts including labels and interpretative texts and materials for press and marketing.
- To contribute to the production of scholarly publications and texts on the collection.
- To support the administration of loans as required.
- To contribute to other initiatives that serve to deepen understanding of and engagement with Mudam's collection.
- To contribute to the institutional goals of making the collection more visible locally, nationally and regionally by developing and sustaining partnerships with museums, institutions and other organisations.
- To contribute to initiatives for increased visibility and access via digital media and platforms.

Acquisitions

- To provide administrative support throughout the acquisitions process in accordance with the museum's governance.
- To contribute to research and the preparation of reports for works that are considered for acquisition.
- To assist with the preparation and documentation of annual meetings of the Scientific Committee and other collection meetings.

Conservation & Collection Management

- To administrate and maintain detailed documentation in the collection database.
- To maintain and develop other digital and physical archives dedicated to the collection ensuring that information is accurate and well-presented.
- To manage collection storage facilities and ensure compliance with conservation conditions.
- To supervise the conservation and restoration of works.
- To prepare and maintain key documents including technical sheets.

Budgetary

- To assist in the preparation of budgets for acquisitions, collection management, displays and special projects.
- To monitor and provide regular reports on budgets in line with Mudam's financial procedures and ensuring that projects are delivered in an efficient and sustainable way.

General

- To support the work of Mudam's Communications and Development teams, assisting with the development of applications for funding and the cultivation of relationships with press and museum sponsors.
- To represent Mudam to partners and at external meetings as requested.
- To contribute to the strategic development of the collection and to work as a team to ensure that the department's missions are fulfilled.

Skills and experience

- Postgraduate Degree in art or art history preferably with a focus on museum studies and/or conservation.
- 5 years' experience in a similar position involving the management of an art collection, preferably focused on contemporary art.
- Knowledge of conservation issues, managing an inventory, cataloguing and archiving.
- Computer literacy including knowledge of art collection management software and databases. Experience with MuseumPlus is an advantage.
- Strong administrative and organizational skills.
- Excellent communication skills, both written and verbal.
- Fluent in French and high level in English. Knowledge of German or Luxembourgish is an advantage.

Personal qualities

- A passion for contemporary art and culture.
- Attention to detail, rigorous and methodical.
- Ability to meet deadlines, manage a varied workload and remain calm under pressure.
- Excellent interpersonal skills.
- Ability to work independently and as part of a team.
- Commitment to working for diverse audiences and making contemporary art accessible to all.