The Valentine
Employee Job Description

Position Title: Research Services Manager

FLSA Status: Exempt

Hours: Initially upon hire Monday-Friday until December 31, 2023
Beginning January 2024 work schedule transitions to Tuesday-Saturday

General Responsibilities: The Research Services Manager is responsible for managing the Valentine Museum’s research and digital services to internal and external audiences, including answering research inquiries, managing image reproduction and permission requests and developing instructional content. All work conducted in accordance with the museum’s official Collections Management Policy, adhering to the code of ethics advised by the American Alliance of Museums.

Reporting Supervisor: Deputy Director of Collections

Positions Supervised: Occasional interns and volunteers

Physical Demands: The Research Services Manager must be able to use a telephone, computer keyboard and mouse; reach with hands and arms, speak for extended periods of time and listen. The employee is frequently required to walk and sit, as well as to lift and carry objects such as objects, boxes, books and files weighing up to 40 pounds; work within confined spaces; feel comfortable on a ladder; work around dust and mildew. The Research Services Manager is occasionally required to stand, stoop or kneel. Specific vision abilities required by this position include close vision and the ability to focus. The physical demands described here are representative of the requirements that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Itemization of Key Duties:
1) Research Services
   a) Respond to research inquiries, both public and internal
   b) Pull materials for and supervise researchers in reading room
   c) Implement institution’s security procedures
   d) Work with museum curators to coordinate object research
   e) Create and update collection access tools

2) Imaging Services & Permission Fees
   a) Manage sales of image reproductions (mainly digital)
   b) Produce digital reproductions of collections materials

1 DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.

2 FLSA stands for the Fair Labor Standards Act, which was enacted by Congress in 1938 and is under Federal Wage and Hour statutes. The Fair Labor Standards Act uses the terms exempt and nonexempt to describe work that is included (nonexempt) or not included (exempt) in the Act’s overtime and record-keeping provisions. The Act requires that overtime (payment for hours worked in excess of 40 hours in one week) be paid to employees performing nonexempt work.

Revision: 5-30-2023
c) Contract with vendors for oversized reproductions

d) Coordinate publication requests

3) **Instructional**
   a) Develop and present on- and offsite educational presentations on the museum's research services, resources, Richmond history topics and how to conduct research
   b) Host classes and groups onsite for object-based programming
   c) Work with Education and Engagement staff to develop educational experiences for student and adult audiences
   d) Train Valentine staff on research services procedures and the research process

4) **Administrative**
   a) Train and supervise research services interns, volunteers and other staff
   b) Maintain monthly statistics of usage of services
   c) Manage unit budget
   d) Create invoices and POs for sales and purchases
   e) Collect and process payments

5) **Other**
   a) Support museum's marketing plan
   b) Support museum's development and fundraising activities
   c) Other duties as assigned

**Qualifications:** The Research Services Manager preferably holds a BA in history, art history, museum studies or a related field with some experience in library or archival research processes. Candidate must be organized and detail-oriented with excellent customer service and interpersonal skills. Supervisory experience is preferred. Experience working in a museum collection with three-dimensional objects is preferred. The Research Services Manager must have good knowledge of Richmond and Virginia history. Proficiency with word processing, spreadsheets, databases, scanning hardware and software is required. Familiarity with copyright laws and digitization standards is preferred.