

## **Collections Manager – Independent Contractor**

Mat-Su Trails and Parks Foundation, in cooperation with Alaska State Parks, is seeking a Collections Manager to complete a project-based inventory of historic collections at Independence Mine State Historic Park. This is a grant-funded, project-based, independent contractor position. The total compensation under this contract shall not exceed \$19,040. This amount represents the maximum payable for all service rendered under the contract which is to be completed during the contract period (mid-June 2026 through October 2026). Work hours may vary based on project needs, site access, and weather conditions. The Collections Manager will work under the general direction of the Alaska State Park Technician I and is responsible for inventorying artifacts, artworks, and historic objects, including documentation of condition, location, and photographic records.

Pay: \$28/hour

Location: Independence Mine State Historic Park (Hatcher Pass, Alaska)

### **Duties**

- Locate, identify, and inventory historic objects
- Create and maintain digital collection records and photographic documentation
- Ensure data integrity and adherence to documentation and cataloging standards
- Serve as an advocate for the collection when interacting with volunteers, visitors, concessionaire staff, donors, children, and other partners
- Work collaboratively with site staff, including the Alaska State Park Technician I

### **Qualifications**

- Current enrollment in or completion of a Museum Studies or related program, or an equivalent combination of education, training, or museum collections experience; degree preferred
- Experience with collections documentation or registration
- Strong attention to detail and organizational skills
- Ability to work independently and collaboratively in a project-based role

### **Work Conditions**

This position is located at a remote site with limited amenities and variable weather conditions. Work may involve standing, walking, lifting up to 60 pounds, and working outdoors. Relocation expenses, travel expenses, and per diem are not provided.

### **Additional Information**

The full position description, knowledge, skills, and abilities (KSAs), and Scope of Work are available upon request.

### **How to Apply**

Submit a resume, cover letter, and three professional references to [traftery@matsutrails.org](mailto:traftery@matsutrails.org) and/or [jodi.swanson@alaska.gov](mailto:jodi.swanson@alaska.gov) by April 1, 2026.