

Collections Manager (Independent Contractor)

Independence Mine State Historic Park

Contract Period: June 2026 – October 2026

Position Summary

The Collections Manager is a grant-funded, seasonal, project-based independent contractor position administered by the Mat-Su Trails and Parks Foundation and responsible for completing a systematic inventory and documentation of historic collections at Independence Mine State Historic Park. Work is performed primarily on-site at a remote location and focuses on improving intellectual and physical control of artifacts, artworks, and historic objects through standardized documentation, digital records management, and photographic documentation. The position supports the long-term stewardship, access, and preservation of the park's historic resources.

Work is completed under the general direction of the Alaska State Park Technician I, who provides on-site coordination, safety requirements, and technical oversight but does not direct the contractor's day-to-day methods or work schedule.

Core Responsibilities

- Locate, identify, and inventory historical materials, artifacts, and objects
- Develop, organize, and maintain standardized digital collection records, including object descriptions, locations, condition assessments, and photographic documentation
- Conduct contextual and detail-oriented digital photography of collection items
- Manage and organize inventory data using Excel or other approved digital formats
- Maintain data integrity and adherence to cataloging and documentation standards
- Collaborate with the Alaska State Park Technician I to improve collections procedures and workflows
- Serve as an advocate for the collection when interacting with staff, volunteers, visitors, concessionaire staff, donors, and children
- Perform other project-related duties consistent with the scope of this position, as assigned

This position description provides a representative summary of the duties and responsibilities associated with this project and is not intended to be an exhaustive list.

Required Qualifications

- Current enrollment in a graduate program in Museum Studies or a related field, or an equivalent combination of education, training, and professional or volunteer experience in museums, archives, cultural institutions, or related fields
- Experience with collections management, museum registration, or object documentation gained through coursework, internships, seasonal employment, contract work, or professional experience
- Demonstrated interest in history and material culture
- Ability to work independently in a project-based environment and manage work within defined timelines
- High level of attention to detail and accuracy
- Effective written and verbal communication skills

Preferred Qualifications

- Degree in Museum Studies or a related field
- Three to five years of experience working with museum collections, including grant-funded, seasonal, or contract positions
- Experience with digital photography for collections documentation
- Ability to operate general office equipment and occasionally move objects weighing up to 60 pounds

Knowledge, Skills, and Abilities

- Experience with collections management procedures and metadata creation
- Knowledge of digital photography, including both contextual and detail-oriented techniques
- Strong computer skills
- Ability to organize resources, establish priorities, and manage time effectively
- Ability to work independently and collaboratively in a project-based environment
- Effective oral and written communication skills
- Ability to lift and handle objects weighing up to 60 pounds, stand and/or walk for an average of four hours per day, and climb stairs and ladders

- Comfort working outdoors in varying weather conditions
- Valid driver's license

Insurance Requirements

The contractor shall obtain and maintain, at their own expense, insurance coverage appropriate to the scope and risk of the work performed. At a minimum, the contractor is strongly recommended to maintain the following coverage for the duration of the contract:

- **Commercial General Liability:**
\$1,000,000 per occurrence / \$2,000,000 aggregate
- **Workers' Compensation:**
Coverage in compliance with Alaska law, or equivalent coverage if the contractor is exempt as a sole proprietor
- **Automobile Liability (if applicable):**
\$1,000,000 combined single limit

Proof of Insurance

Proof of insurance may be required prior to contract execution or at any time during the contract period upon request.

Work Location and Conditions

Independence Mine State Historic Park is located approximately 68 miles north of Anchorage in scenic Hatcher Pass at an elevation of 3,550 feet and approximately 19 miles from Palmer or Wasilla, Alaska. The site is remote and has limited facilities and amenities. Cell and internet reception are minimal; only three buildings have electrical power supplied by a generator, and only two buildings are heated.

Working conditions are variable and dependent on weather and may include snow, rain, sleet, fog, sun, uneven terrain, and fluctuating temperatures. The access road is paved and maintained but is narrow and winding through a mountain pass, and road conditions vary with the weather.

Safety and Health Responsibilities

The Collections Manager is responsible for developing a Safety and Health Plan and Job Hazard Analysis (JHA) applicable to collections work at the site. The employer will provide contaminated object sampling information to support JHA development. All work involving contaminated objects must be performed in compliance with applicable local, State, and Federal regulations and standards.

The contractor is responsible for notifying the controlling supervisor of unsafe conditions and coordinating exposure monitoring as necessary. Handling of lead-containing or otherwise contaminated artifacts must be conducted using appropriate personal protective equipment (PPE) and hygiene practices, including handwashing. Housekeeping practices such as wet cleaning methods and/or HEPA vacuuming shall be used to prevent contaminated dust from becoming airborne. Failure to comply with site-specific safety requirements may result in suspension or termination of the contract.

Independent Contractor Status and Contract Terms

This position is a grant-funded, seasonal, project-based independent contractor engagement administered by the Mat-Su Trails and Parks Foundation. The contractor shall complete all required deliverables within the contract period (mid-June through October 2026).

Work is performed under the general direction of the Alaska State Park Technician I, who provides on-site coordination, safety requirements, and technical oversight but does not direct the contractor's day-to-day methods. The contractor is responsible for coordinating proposed work hours, site access, and on-site presence with the Alaska State Park Technician I in advance, to comply with site operations and safety requirements.

The contractor retains responsibility for determining work scheduling and methods, subject to coordination with the Alaska State Park Technician I and compliance with site access and safety requirements. Except where otherwise agreed in writing, the contractor shall supply all tools, equipment, and materials necessary to perform the work.

All documentation, photographs, digital records, and reports produced under this contract shall be the property of the Mat-Su Trails and Parks Foundation and Alaska State Parks, and may be used for management, preservation, and public purposes.

Compensation is based on work carried out toward completion of project deliverables and is subject to the not-to-exceed total hours specified in the contract. The contractor is not eligible for employee benefits and is responsible for all housing, transportation, and commuting costs. Relocation expenses, travel expenses, and per diem are not authorized and will not be reimbursed. The total compensation under this contract shall **not exceed \$19,040**. This amount represents the maximum payable for all services rendered under the contract. No payment shall be made for work exceeding this limit. The Foundation may terminate the contract for convenience or cause upon written notice. The contractor shall be compensated only for work satisfactorily completed up to the effective date of termination.