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ANA Seeks Applicants for Collections Manager Position

The American Numismatic Association Money Museum is seeking a professional to fill its Collections Manager position. Candidates should have a working knowledge of numismatics and familiarity of museum operations, including accessioning and cataloging procedures, artifact care, collection management standards, and volunteer management.

Regular duties include administering the museum's donation and loan programs, conducting regular inventories, and responding to inquiries concerning the museum's collection. Prior experience with Past Perfect museum software is a plus.

The position will also assist in all aspects of museum exhibition, including generating educational material to accompany exhibits. Candidates must demonstrate ability to write text for departmental publications and conduct research related to the collection and exhibits in production. A degree or advanced training in museum studies is a plus.

The Collections Manager is a full-time position offering a competitive benefits package. Qualified candidates can apply online by visiting the ANA Job Board at www.money.org (select "ANA Job Board" from the "Featured Links" menu, then select "Job Seekers"), or by sending a resume and cover letter to the ANA, attention Lane Brunner, by e-mail at brunner@money.org, or by fax at 719-634-4085.

Review of applicants will begin immediately and continue until the position is filled. The American Numismatic Association is an Equal Opportunity/Affirmative Action Employer.

The American Numismatic Association is a nonprofit educational organization dedicated to educating and encouraging people to study and collect money and related items. With nearly 32,000 members, the Association serves the academic community, collectors and the general public with an interest in numismatics.

The ANA helps all people discover and explore the world of money through its vast array of programs including its education and outreach, museum, library, publications, conventions and seminars. For more information about the ANA, call 719-632-2646 or visit www.money.org.