

## Collections Manager Interview Questions

- |                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Share an experience in which your attention to detail and thoroughness had an impact on your last company.                                                                                                     |
|                                                                                                                                                                                                                   |
| 2. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?                                                                          |
|                                                                                                                                                                                                                   |
| 3. Describe your experience the repair, restoration and reassembling artifacts, designing and fabricating missing or broken parts, to restore them to their original appearance and prevent deterioration.        |
|                                                                                                                                                                                                                   |
| 4. Name a time when you specialized in particular materials or types of object, such as documents and books, paintings, decorative arts, textiles, metals, or architectural materials.                            |
|                                                                                                                                                                                                                   |
| 5. Tell me how you organize, plan, and prioritize your work.                                                                                                                                                      |
|                                                                                                                                                                                                                   |
| 6. Give me an example of when you thought outside of the box. How did it help your employer?                                                                                                                      |
|                                                                                                                                                                                                                   |
| 7. Share an experience you had in dealing with a difficult person and how you handled the situation.                                                                                                              |
|                                                                                                                                                                                                                   |
| 8. Provide an example when your ethics were tested.                                                                                                                                                               |
|                                                                                                                                                                                                                   |
| 9. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)                                                                               |
|                                                                                                                                                                                                                   |
| 10. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?                                                                                  |
|                                                                                                                                                                                                                   |
| 11. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?                                                                                |
|                                                                                                                                                                                                                   |
| 12. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.                                                                                      |
|                                                                                                                                                                                                                   |
| 13. Share a time when you willingly took on additional responsibilities or challenges. How did you successfully meet all of the demands of these responsibilities? (Make sure the candidate is a self-starter and |

## Collections Manager Interview Questions

can demonstrate some initiative.)

14. Name a time when your creativity or alternative thinking solved a problem in your workplace.

15. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)

16. What factors do you consider when preparing reports on the operation of conservation laboratories, documenting the condition of artifacts, treatment options, and the methods of preservation and repair used?

17. How do you determine whether objects need repair and choose the safest and most effective method of repair? Share an example.

18. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change? (Make sure the candidate is flexible.)

19. What is the most challenging part of recommending preservation procedures, such as control of temperature and humidity, to curatorial and building staff?

20. Share an example when you effectively installed, arranged, assembled, and prepared artifacts for exhibition, ensuring the artifacts' safety, reporting their status and condition, and identifying and correcting any problems with the set-up.