



Position: Curator

Classification: Full time Salaried, Overtime Exempt

Job Summary: Supervising a part-time Assistant Curator and part-time Collections Manager, the Curator is responsible for all CCHS exhibits, exhibit outreach, museum-related development and fundraising, museum management and direct oversight of the Society's 10,000+ objects and artifacts. The position takes the lead role on the strategic direction of the museum, including; planned capital campaign collaboration with the Executive Director and Development Committee, leading the Society through AAM' accreditation process, and enhanced community accessibility to the museum using participatory models known in the industry. The Curator serves on Museum Committee and other committees as appointed by the Executive Director. The Curator is responsible to the Executive Director with all the rights, responsibilities and benefits as described in the Personnel Policy Manual.

Job Duties:

- Provides oversight and assistance in the conceptualization and implementation of all Society exhibits in all locations and ensures these exhibits align with Society programmatic, marketing and development goals and objectives.
- Assists with the solicitation of monetary donations for the Society and Museum in coordination with the Executive Director and marketing and development staff and assists with planned giving initiatives for the Society and Museum.
- Supervises interns, volunteers and curatorial staff to ensure all proper physical and intellectual controls for the collections are maintained.
- Develops policies, plans and procedures to drive strategic direction of the Museum.
- Provides workshop trainings to staff and volunteers related to Museum activities.
- Provides or helps coordinate special content presentations or lectures related to Cumberland County material culture and history.
- Quickly answers requests and inquiries from other professionals and the public.
- Attends professional conferences, seminars and trainings pertaining to duties.
- Participates in the Museum Committee and assists Chair in developing agendas for meetings.
- *Assigns* collections research and research related to exhibits in production.
- Develops department plans for the strategic growth of the Society collections through collecting plans and furnishing plans.
- Assists in the preparation of the annual museum budget.

- Takes the lead role in coordinating CCHS' AAM Accreditation application initiative and oversees the completion of core documents needed for the application process.
- Represents the Society at special events and receptions to promote the activities, goals and aspirations of CCHS and the Museum.
- Assists in initiating and developing publications related to the collections.
- Helps develop print and digital media marketing materials in conjunction with the Community Outreach department to promote the Museum and collections.
- Informs and takes direction from the Society's Strategic Plan and Community Outreach Plan in the promotion of the CCHS and the Museum.
- Takes lead role in the development and/or coordination of CCHS Interpretive Planning to include all spaces including the Two-Mile House and G.B. Stuart History Workshop.
- Assists, and in some cases leads coordination of, selected special events, initiatives and tours to promote the mission of CCHS and the Museum.

Qualifications:

- Degree in public history, museum studies or a closely related field
- Knowledge of professional museum principles, standards and best practices
- Knowledge of research tools and methodology
- Good written and oral skills
- High level of interpersonal skills
- Self-directed, motivated, highly organized and conscientious
- Experience with computerized museum records management
- Previous experience working in a museum or historic site
- Ability to work pre-scheduled evenings and occasional weekends
- Flexibility and ability to occasionally shift priorities to meet overall needs of Society