

Curator of Collections & Exhibitions, Sharon Historical Society 2019

General Responsibilities:

The Curator of Collections and Exhibitions is responsible for maintaining professional standards in the preservation of and access to the museum collections in-house and in the public domain; and for the development, curation, preparation and installation of museum exhibitions that may be presented on-site, off-site and/or on the Internet.

The Curator of Collections and Exhibitions is an independent worker willing to become familiar with, document, and interpret a broad collection of artifacts, art, and archives within the scope of the SHS Collections Policy. The position requires broad historical knowledge, exemplary writing skills, and familiarity with digital systems.

Reporting Relationships:

The Curator of Collections and Exhibitions reports to the SHS's Executive Director.

The Curator of Collections and Exhibitions supervises museum volunteers and interns in conjunction with the Executive Director.

Specific Duties and Responsibilities:

- Responsible for the development, management, intellectual integrity and care of museum collection. Responsible for accessioning, inventorying, cataloging and photographing new and existing museum collections of artifacts, art, paper archives and photographs.
- Ensures that the items in the collection meet the guidelines of the SHS Collections Policy and works with the Collections Committee to de-accession if needed.
- Supervises the cataloging of museum collections to accepted professional standards.
- Maintains PastPerfect computer database of catalog records and electronic imaging.
- Maintains paper records of museum accessions, deaccessions and loans.
- Develops and implements appropriate storage methods for collections.
- Monitors the condition of the museum collections in regard to environmental control and monitoring, pest management, security and risk management. Makes recommendations to the Executive Director for the preservation of collections.
- Processes incoming and outgoing loans, long-term and short-term, for museum objects and exhibits.
- Assists patrons with research queries and photographic and digital reproduction requests.
- Conducts research on permanent collections, as needed.
- Develops work projects for SHS volunteers and interns.
- Primarily responsible for the transportation of collections.
- Leader of exhibit development team, working in conjunction with volunteers and staff to develop exhibits and public programs. Responsible for the research, content, design and mounting of multiple history exhibits throughout the year. Works with the Executive Director to develop, implement and monitor a realistic collections management budget and annual work plan, defined by objectives and responsibilities for the museum.
- Works with the Executive Director to identify and apply for grant funding.
- Develops and maintains relationships with the general public, lenders, donors, students, and professional colleagues to expand the audience for and enhance the quality of the Historical Society's collection, exhibition, programs, and publications. Establishes positive and respectful rapport with the Historical Society's audiences and supporters.
- Participates in long-range planning as a primary advocate on curatorial issues.

- Assists Executive Director with school education programs and other public programming. Uses social media to promote public awareness of, and interest in, the museum collection and exhibits. Assists Executive Director to promote exhibits and events and maintain and update the SHS website.
- Participates in professional activities and organizations.
- Provides access to the museum in the absence of the Executive Director, or approved substitute.
- Writes topical articles for the SHS newsletter.
- Other duties as assigned.

Qualifications:

- Minimum bachelor’s degree in history, museum or American studies (or other topic relevant to the SHS mission); Master’s degree preferred.
- Two years museum experience in history museum or library setting; work experience especially related to collections management, curatorial duties, and exhibits preferred. Experience supervising volunteers is desirable.
- Experience working with databases, word processing and spreadsheets is required. The qualified candidate must possess strong organizational and interpersonal skills, and have the ability to prioritize, work independently, and meet deadlines.
- Experience using graphic design software such as Microsoft Publisher or InDesign is strongly preferred.
- Experience working with archival collections is desirable.
- Familiarity with social media and website maintenance.

Work Schedule:

This is a part-time hourly position, 15 hours per week. This position requires occasional out-of-hours and/or evening work. Vacation and sick days provided.

Special Requirements:

Valid driver’s license required
 Must be able to lift/move/maneuver collections objects properly.
 Able to read, write & speak English.

Special Skills:

Communication (written and verbal); “people skills;” knowledge of archives theory and practice; knowledge of regional history sufficient to provide service to researchers; knowledge of county government organization and records systems, ability to be flexible and approach daily workload with humor and perspective.

This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.