



## **PHM JOB POSTING: CURATOR OF COLLECTIONS**

Pilgrim Hall Museum (PHM) is the oldest continuously operating museum in the nation with an exceptional collection of early American artifacts, including rare 17th-century belongings of the Pilgrims, and significant archives spanning four centuries of New England history. PHM is accredited by the American Alliance of Museums, with a commitment to institutional excellence and to inspiring fresh and inclusive engagement with the story of early Plymouth and America's beginnings.

We are seeking a dynamic, diligent, highly organized individual for the FT/YT position of Curator of Collections. The Curator of Collections manages the collections according to best practice professional standards, and oversees acquisition, documentation, loans, deaccession, conservation, care, and use of the Museum's objects, decorative and fine arts, and library and archives, including design and implementation of permanent and changing exhibitions in accordance with institutional plans. The Curator of Collections is a member of the Museum's senior management team with supervisory duties that include interviewing, hiring, and evaluating employees, interns, and volunteers; departmental budget oversight; and regular assignment as a site officer.

The Curator is a flexible and resourceful team member who is skilled in all aspects of curatorial practice, knowledgeable about colonial New England material culture and history, and keenly interested in sharing resources with public audiences. S/he enhances PHM's public profile through collection-based programming; related social media and web content; and research/production of material for publication. The qualified candidate is a collaborative and committed historian/material culture specialist with a Master's Degree in Museum Studies, Material Culture, History or related field. Minimum 2 years' experience working with collections in a curatorial or managerial role, with background in exhibit design/installation. Proficiency in MS Office, Excel, Photoshop, and familiarity with collections software required. Skill in handling fragile works of art, the ability to safely lift 40 lbs required. Schedule includes one regular weekend day and occasional evening or weekend events.

To apply, email cover letter & CV to: Dr. Donna Curtin at [director@pilgrimhallmuseum.org](mailto:director@pilgrimhallmuseum.org).

Application Deadline: June 3, 2019.

Salary Range: \$46-50K



## **PHM JOB DESCRIPTION:**

### **CURATOR OF COLLECTIONS**

#### **Position Summary**

The Curator of Collections is a collaborative and resourceful team member with proficiency in the care, management, and exhibition of significant collections, and extensive knowledge of early New England material culture and history. The Curator is a senior staff position, participating in planning and leading institutional initiatives, representing Pilgrim Hall Museum and engaging its diverse constituencies positively and effectively, and actively supporting the Museum's growth and advancement.

#### **Essential Duties and Responsibilities**

The Curator of Collections oversees the management and care of the Museum collections, and the Library and Archives; curates creative and intellectually stimulating exhibitions; participates in long-range planning; produces scholarly content for publication and programs; designs and implements impactful public workshops, lectures, and programs; develops and oversees a vigorous curatorial internship program; and is responsible for providing the highest standard of stewardship at an accredited American Alliance of Museums institution.

The Curator of Collections manages departmental budget, participates in hiring, training, supervision and termination of departmental staff and volunteers, and reports weekly to the Executive Director.

This description focuses on the primary duties of the position, and may not include all duties inherent in the satisfactory performance of the position.

#### **Collections Management:**

- Manage the Museum's collections according to consistent and best-practice curatorial standards, as defined by the American Alliance of Museums.
- Participate in oversight/review of all collections-related policies and implement approved policies. Assist with training and oversight to ensure museum-wide adherence to collections-related policies.
- Oversee acquisitions, accessions, deaccessions, and loans in accordance with policy; serve as the collections registrar and complete/maintain all collections records and documentation.

- Create, maintain and update high-level collections catalog, inventories, finding aids, object files, and other records and files.
- Monitor and review security procedures and systems to preserve and protect all collections.
- Provide multiple gateways of access to Museum resources for scholars, researchers, members, and the visiting public.
- Process reproduction/usage requests; oversee rights and reproduction issues.
- Work with the Library & Cabinet (Collections) Committee to refine policies, review acquisitions, deaccessions, and major loans, and seek recommendations for significant initiatives.

### **Exhibitions:**

- Develop planned exhibition schedule for approval of Executive Director, and lead exhibition design team as assigned.
- Curate changing exhibitions, including research and content development, budget oversight, construction and installation/breakdown; exhibition loans, transportation, and insurance; and related promotional and development initiatives.
- Develop methods for evaluating public response to exhibitions and related programming; analyze and report results and impacts.
- Implement/oversee regular care, cleaning and monitoring of exhibits, including monitoring technological or interactive displays, building systems, and lighting.
- Review and evaluate permanent exhibitions in consultation with senior staff to develop recommendations for alteration or renewal.

### **Care of Collections:**

- Oversee appropriate storage and housing of collections; object care, cleaning, and labeling; correct handling and necessary moving of objects.
- Monitor and record environment and other conditions in storage and exhibit areas; inspect collections areas weekly with checklist of conditions.
- Ensure regular weekly cleaning of collections areas. Oversee Integrated Pest Management program.
- Oversee preparation and implementation of conservation assessments and treatment.
- Prepare comprehensive conservation plan for approval, implementation, and periodic review.

### **Programs and Public Outreach:**

- Contribute imaginative web and social media content based on collections and Plymouth history with regularly scheduled postings.
- Develop and present as assigned collections-based tours and enrichment programs; help design and review Museum educational programs and teaching tools related to collections.
- Assist with Museum events as assigned, and ensure compliance with collections policies during all events and programs.

### **Research and Scholarship:**

- Process and document all research requests and public inquiries; coordinate and supervise research appointments.

- Research and write materials, articles, catalogs, and books for editorial review and publication as assigned.
- Foster and coordinate academic partnerships.
- Research, prepare and administer grants as assigned, including writing, implementation, and fulfilling reporting requirements.

### **Digitization:**

- Develop and advance program to digitize Museum resources for increased public engagement. Establish best practice digitization procedures as well as long-term storage/access plans.
- Assist with development of web-based platforms for on-line catalog and resource sharing.

### **Library and Archives:**

The Curator of Collections assists with the care, management, and supervision of Library and archival collections in consultation with the Executive Director as the head of Library and Archives, and in accordance with best practice stewardship as defined by the American Alliance of Museums. This includes oversight of policy; monitoring access and security; helping to create and maintain records, inventories, finding aids and databases; ensuring proper storage, labeling, care, handling, and treatment; routinely monitoring and recording environmental and other conditions; overseeing regular cleaning of archives areas; processing acquisitions, accessions, deaccessions, and loan requests; developing conservation plans and overseeing assessments and treatment; and participating in planning, design and implementation of long-range archives initiatives.

### **Administrative:**

The Curator of Collections holds a position of the highest level of trust and responsibility at a nationally significant cultural institution. The Curator supervises restricted museum areas and serves as an Officer of the Day with site-wide supervisory responsibilities on assigned days.

The Curator of Collections provides training for, and assigns and supervises the work of curatorial and archival staff, interns, and volunteers, including staff performance reviews and disciplinary actions. The Curator develops, promotes and supervises a robust internship program.

The Curator of Collections is a vital team member in institutional planning, assessments, and reviews, and is responsible for detailed budgeting, reporting, and records maintenance. S/he actively supports development and other organizational initiatives; fosters philanthropic and educational partnerships; and assists with media and public relations as assigned.

### **Qualification Requirements:**

Master's Degree in Museum Studies, Material Culture or Conservation, History or related field required; PhD preferable. Substantial knowledge of colonial New England history and material culture essential. Minimum of 2 years' experience working with collections in a curatorial or managerial role, with background in exhibit design and installation. Excellent computer skills required; professional experience with Photoshop, Omeka, Past Perfect, RE:discovery and other similar software preferred. Pilgrim Hall Museum is open to the public seven days weekly, year-round (excepting January); the position requires one weekend day as part of regular work schedule. The position requires strenuous activity necessitating good cardiovascular condition, and there can be significant repetitive or strenuous motion necessary to accomplish certain tasks. Skill in handling fragile objects and works of art and the ability to safely lift up to 40 lbs. required.