



Job Description

Position: Curator
Collections, Archives & Exhibits

Classification Status: Manager/Fulltime/exempt

Reports to: Director of Facilities & Security

Position Summary:

The Curator of Collections, Archives & Exhibits is responsible for overseeing a collection of approximately 19,000 objects including: 5 historic buildings, historic agricultural equipment, 19th century domestic furnishings, 19th century trades tools and store equipment, historic quilts and clothing, and all collections storage facilities. The curator also oversees the institutional archives of the museum and all loans and exhibits. This position manages the day to day operations of the permanent collection as it relates to special exhibitions, research, interpretive and educational program use, conservation and preservation. The Curator oversees the care of all Living History Farms collections and ensures museum best practices are adhered to and enhanced in collections care/conditions and collections management. This includes their storage, public display as appropriate, and restoration. The Curator is responsible for training museum staff and volunteers in the proper use and conditions of collections objects.

Specific Duties and Responsibilities:

Leads and implements activities that ensure the stewardship of all collections in compliance with professionally accepted standards and best practices, and identifying and rectifying areas requiring improvement.

Oversees the entire collections management process and all policies and procedures for collections, archives, and exhibits. Recommends acquisitions and de-accessions to the committee and secures board approval for these actions.

Creatively advances the stories and programs offered by Living History Farms with the collections. Identifies ways to generate new mission related program opportunities with collections and earned revenue with public programs involving collections tours and opportunities.

Advances the learning and engagement of the community with Living History Farms through the collection. Conducts historical research on objects to support Living History Farms educational goals and mission related programs to develop impactful educational experiences at historic sites and virtually.

Manages all collections committee meetings. Advances recommendations regarding collections care, in coordination with the collections committee, Director of Facilities & Security, President and for the Board Governance Committee.

Develops and executes all strategies involving these areas for strategic planning purposes in coordination with the Director of Facilities & Security and the President.

Recommends annual operating department expenditures and capital expenditures during the normal budget cycle. Monitors and adheres to all expenses in accordance with budgetary constraints. Identifies needed conservation work and applies historic preservation principles and practices to the buildings on the national historic register.

Creates furnishing plans for historic sites in coordination with the Program Director(s) and Director of Facilities and Security.

Coordinates and supervises all outside vendors/contractors needed for repairs and/or in-house technical work related to the restoration of collections in close coordinator with the Director of Facilities & Security within the parameters of the collections budget.

Coordinates closely with the Community Relations department on grants and donations for collections, specifically that fall within budgeted and strategic priorities. Processes all incoming in-kind donations for consideration by the collections committee.

Coordinates closely with the Facilities & Security Director on object storage facilities, monitoring conditions of structures, security of the collection, and develops recommendations for upgrades and priority improvements for their preservation and conservation of exhibits and artifacts.

Represents the museum in the community and in professional organizations to pro-actively enhance the reputation and relationships with the general community, museum peers, and donor community.

Develops mutually beneficial projects for interns and volunteers that advance the mission and programs of Living History Farms.

Other duties as assigned.

Supervisory Responsibility:

Collections Restoration Associate (PT)

Textile Associate (PT)

Volunteers & Interns as needed

Qualifications:

4-5 years preferred previous museum experience with collections (minimum of 3 years)

Extensive knowledge of museum best practices in ethical collections care and management

Education & Skills:

- Excellent interpersonal and communication skills (both verbal and written)
- BA required in history, museum studies or preservation.
- Experience using a collections management database (Past Perfect preferred) and familiarity with new technologies and on-line collections experiences.
- Proven strong collaborator effectively fostering a cooperative team-based environment and effectively manage interns and volunteers.
- Must be comfortable working both indoors and outdoors in all types of weather conditions.
- Must be willing to perform hands on tasks and guest tours, both leading and doing collections work.

Position Hours

Museum business hours are Monday-Friday from 8:30am-4:30pm. Some weekend and evening work on occasion based on travel exhibit or public program schedules from time to time.

The museum requires that this position is on site and in person. Remote/work from home is not feasible.

To Apply:

Please submit your application, cover letter, resume, and three professional references to Ruth Haus at rhaus@lhf.org. The position will be open until filled.

Updated: September 25, 2021