



Curator of Collections

The Curator of Collections is responsible for ensuring the professional stewardship of collections while also providing enhanced physical and intellectual accessibility to objects and documents for the purposes of scholarship, education, and engagement with diverse constituencies. Collections at Gunston Hall include artifacts of material culture, decorative arts, manuscripts, rare books, furnishings, and items found through an active program of archaeological excavation. Accordingly, the Curator coordinates his or her work with all of the staff, collaborating particularly with the education and archaeology staff. The Curator also works in partnership with a variety of affiliated community and professional groups. The Curator reports to the Director of Education and Guest Experiences. All of these core responsibilities require a demonstrated and enthusiastic passion for the distinctive ability of collections to tell stories, teach, engage, and connect people with history and culture in authentic, personal, and inspirational ways.

Primary responsibilities of the Curator of Collections include:

- Leading and implementing processes and activities that ensure the stewardship and management of all collections in compliance with professionally accepted standards and best practices, and identifying and rectifying areas requiring improvement.
- Developing and implementing strategies to provide enhanced physical and intellectual access to collections by the public across a broad spectrum of formats and outlets.
- Actively collaborating with colleagues and external partners in support of exhibits, educational experiences, and public programs utilizing collections.
- Reviewing, evaluating, updating, and ensuring effectiveness of the organization's Collections Policy and other applicable policies.
- Serving as a collections liaison to the Board of Regents and applicable committees /task forces of the Board as outlined in the Collections Policy and otherwise as necessary.
- Developing, implementing, and monitoring collections care and acquisition budgets and business plans as part of the organization's strategic and inclusive budgeting process.
- Participating in associated initiatives and actively seeking resources including people, funding, expertise, and partners in support of departmental and organizational goals.
- Enhancing and expanding the collection in alignment with educational, programmatic, exhibit, and research goals. Researching potential additions to the collection, determining alignment with mission and strategic goals, and drawing on knowledge of outlets and sources of collections to pursue an informed process of potential acquisition.
- Facilitating the success and advancement of staff, interns, and volunteers including directly supervising the Curatorial Housekeeper.
- Identifying conservation needs, recommending strategies for treatment, and initiating conservation activities personally or with outside expertise as necessary.
- Coordinating all incoming and outgoing loans; ensuring that the loans support of the fulfillment of Gunston Hall's mission.



- Conducting research and study in support of departmental and organizational goals relating to collections development and educational experiences.
- Leading efforts to digitize collections.
- Promoting the use of Gunston Hall materials among emerging and established scholars.
- Leading, coordinating, and implementing all records management and retention activities for the organization.
- Identifying items for possible deaccession and pursuing as appropriate.

In line with organizational objectives, values, and standards of excellence, we are seeking an individual with the following abilities:

- Demonstrated and successful experience and knowledge of professional standards and practices relating to collections management, stewardship, and museum curation.
- Demonstrated experience and a commitment to the public accessibility of collections as a critical component of engaging, authentic, and impactful educational experiences at museums and historic sites.
- Demonstrated commitment to providing and supporting exemplary guest service.
- Ability developing and achieving goals, managing projects, and implementing budgets and business plans.
- A commitment to leading and supporting entrepreneurial and innovative initiatives.
- Exemplary communication skills and a commitment to fostering effective communication in a team environment.
- A positive attitude, energetic personality, and creatively open mind.
- A commitment to excellence.

Qualifications for this position include:

- A Bachelor's degree in history, American studies, material culture or related field is required; a Master's degree in history, decorative arts, museum studies, public history, cultural resource management, or related field is preferred.
- A minimum of three years progressive experience demonstrating the required competencies.
- An equivalent combination of training and experience demonstrating the required competencies may be substituted for a degree.
- A passion for the core themes embodied by George Mason and Gunston Hall, history, historic sites, and storytelling is preferred.

Compensation will be based on qualifications. Performance will be evaluated based on the achievement of collaboratively determined team and personal goals specific to the requirements of the position.



The mission of Gunston Hall is to utilize fully its physical and scholarly resources to stimulate continuing public exploration of democratic ideals as first presented by George Mason in the 1776 Virginia Declaration of Rights. Accredited by the American Alliance of Museums and a National Historic Landmark, Gunston Hall was built by George Mason from 1755-1759. Today, the site includes Gunston Hall; reconstructed outbuildings; a visitor center, museum, event facility, and museum shop; and 550 acres of diverse landscape situated along the Potomac River in Fairfax County, Virginia. For more information, please visit www.gunstonhall.org.

To apply please send a cover letter and resume to Rebecca Martin, Director of Education and Guest Experiences at rebecca.martin@gunstonhall.org no later than December 11. Gunston Hall is an equal opportunity employer.