



Job Description: Heritage Curator

The Heritage Curator will be responsible for managing AMNP collections, its historic buildings, exhibits and the facilities of the organization. The Heritage Curator reports to the President of the Board of Directors and takes specialized instruction from other board members, especially the Heritage Committee Chair, and may work closely with AMNP board members and staff on special projects and activities. This is a full or part-time position, dependent upon the applicant's interests and qualifications. The position offers a flexible schedule that will require occasional weekend and evening work. This position will be expected to assist with special events, city functions, and as a representative of AMNP and will work in partnership with our Program Director to direct facilities and activities at our nonprofit nature preserve and heritage center. This position requires leadership and collaboration, management capabilities, organizational aptitude, and excellent communications skills.

Roles & Responsibilities

Collections and Conservation Work

The Heritage Curator will be responsible for curation and management of collections and overseeing collections work done on collections by staff and docents. This work includes:

- Working in conjunction with the Heritage Committee Chair to prioritize heritage collection needs, as well as exhibit goals;
- Serving as AMNP liaison for community engagement of exhibits, historic resources and development;
- Training and engaging Heritage docent staff to work on collections and preservation needs;
- Conveying all accession/deaccession needs to the Heritage Committee Chair and committee, and with board approval, making changes to the collection, as needed;
- Assisting Heritage Instructors with procuring collections for integration into programs, if needed;
- Implementing accreditation policy and procedures in relation to Heritage collections and exhibits;
- Establishing a measurable timeline to implement collection needs/goals;
- Maintaining responsibility for the curation and management of collections;
- Overseeing and monitoring all operations for collections from inventorying and accessioning to care and new acquisitions, as well as physical access to collections by staff and public (may include access to buildings and storage that house the collection); and
- Overseeing and monitoring all collection related work done by docents, interns, staff and volunteers.

Heritage Exhibit and Program Development Management

The Heritage Curator will be responsible for the creation and maintenance of Heritage related exhibits and special programs. This work includes:

- Working with contractors on exhibit design and interpretive programming and displays;
- Identifying exhibit goals with Heritage Committee chair and assisting with funding solicitation;



- Managing internal and external exhibit plans, and collections involved with implementation
- Ensuring that exhibit objects are secure, both onsite and when transported to offsite locations for temporary exhibits and programs;
- Researching exhibit themes and associated interpretive plans;
- Collaborating on curriculum for heritage program and tours.
- Providing and approving heritage program and museum collections marketing and web content for collaborative distribution;
- Training and engaging Heritage staff, volunteers, interns, and docents on collections, preservation, and programming needs;
- Assisting Scout Committee chair with Eagle Scout projects related to heritage exhibits, as needed;
- Collaborating with the Program Director in the development and scheduling of all heritage programming and identifying special programs and needs; and
- Working with the Heritage Committee Chair on the new farm museum and any new acquired buildings.

Funding and Development including Grants, Partners, Community Support and Sponsors

The Heritage Curator will participate in stakeholder engagement including membership drives, individual gifts, special events, corporate giving, government support, and foundation grants. This work includes:

- Representing AMNP at functions and helping advance the relationships between AMNP and local, state and regional organizations, including government agencies and advocacy groups, community, civic and business groups;
- Serving as AMNP liaison for community engagement of exhibits, resources, and development;
- Researching Heritage related grant opportunities and preparing grant applications;
- Assisting Board to develop and execute annual fundraising plan to meet AMNP's financial goals and ensure that members, donors and sponsors receive regular communications; and
- Working in corporation with Board and Program Director with funding solicitations, including campaigns, and corporate donor requests.

Management

The Heritage Curator will collaborate with all other staff in planning, coordinating, budgeting, and managing activities at Autrey Mill and be responsible for stewardship of AMNP resources, the development of policies and procedures, and the direction of AMNP staff and contractors. This work includes:

- Sharing the responsibility for answering the telephone when primary visitor center staff are unavailable and with advance notice/coordination;
- Sharing the responsibility, at times for welcoming walk-in visitors and providing information on AMNP; and
- Developing and maintaining heritage budget to ensure proper financial reporting and board-approved funding needs/goals are met.



Qualifications

- Bachelor's Degree in Historic Preservation, Museum Studies, Art History, or a related field.
- A creative thinker with a proven ability to work collaboratively with other staff members and the public.
- An ability to lead, coordinate, hire, and train interns and volunteers for both ongoing projects and special activities.
- Solid communication skills, knowledge of local history, historic preservation/history museum practices, and public speaking experience. Grant writing experience is a plus.
- A strong work ethic, stamina, and good judgment to deal with unexpected situations.
- Ability to work autonomously and self-manage goals and timeline.

Interested applicants should send a cover letter and resume to operations@autreymill.org.