Monroe County History Center Assistant Curator

April 2022

General Expectations and Duties:
All staff members and volunteers who serve in specific positions are expected to share willingly in performing other duties which may be assigned from time to time as the need arises.

Position Overview:
The newly created position of Assistant Curator is responsible for a variety of curatorial and administrative tasks including exhibition research and planning, managing the collection database, and exhibition documentation, assisting the Curator in writing and editing exhibition copy and collections care. The position works under the supervision of the Curator and serves as liaison to internal committees. This is a full time salaried position.

Essential Duties:
- Under the direction of the Curator, assist with planning and organizing the multi-year exhibition calendar and maintaining deadlines for all exhibitions and loans.
- Work with the Curator and Education Manager to coordinate programming, exhibits, receptions, and marketing elements.
- Work with the Curator to assess donations to the collection and following approval from the C&E Committee, clean, label, photograph, and store all objects accepted into the museum collection.
- Identify, evaluate, and prepare artifacts for possible deaccession.
- Manage all information regarding the museum's collection of 70,000+ artifacts in the PastPerfect database.
- Assist the Curator in maintaining clean and safe storage and gallery environments for staff and visitors.
- Assist the Curator to train, supervise, and work with collection and exhibits volunteers and interns, after they have met with the Volunteer Coordinator and completed all necessary forms, are familiar with emergency policies and procedures, and record their hours in Civic Champs.
- Follow all established procedures governing exhibiting, artifact care, and loaned items.
- Conduct research for the public and provide, when necessary, information and/or images for advertising, articles, and publications.
- Works with community partners and Collections department interns to create displays in the Education Room display case on a bimonthly basis.
- Represent the Monroe County Historical Society in a professional manner to all internal committees, external groups, professional organizations, other museums, and individuals.

Experience and Qualifications:
- Bachelor's Degree in Museum Studies, History, Art History, or similar
- Previous experience and demonstrated effectiveness in project management are essential.
- Excellent communication, organizational, and interpersonal skills.
- Familiarity with PastPerfect, working knowledge is preferred.
- A genuine curiosity and enthusiasm for learning and local history.
- Excellent research and writing skills.
- Experience in creating engaging exhibits.
- Ability to work effectively with colleagues, volunteers, committees, and the general public.
- Computer skills and graphic design experience desired, including but not limited to, Microsoft Office and Adobe Creative Suite.
- Ability to physically move collection items and prepare exhibits.

Physical Needs
Writing and typing on a computer, extended hours of sitting, and lifting boxes up to 40 lbs.

Salary Range: $36,000 - $38,000