

Curator of Jewish Collections Position Description

Position Summary

This permanent, full-time position expands upon the efforts of the Filson Historical Society to more fully represent the history and culture of Kentucky and the Ohio Valley through collecting, preserving, and sharing the stories of Jewish history and life. This position is supported by the Filson's Jewish Community Archive endowment and will collaborate extensively with archival and programming staff, including the supervision of interns and coordination of project teams. This position will draw from skills in community engagement, libraries and archives, education, and academic research and publication to represent the Filson as a trusted source for the study and celebration of Jewish history in Kentucky.

Collections-Based Outreach

- Develops and sustains strong relationships with individuals and organizations (religious, business, educational, community service, social, etc.) in the Jewish communities of Louisville and the surrounding region
- Promotes the use of Filson collections in academic research and publications by networking with scholars and assisting with reference inquiries
- Drawing from input of community partners, identifies issues of contemporary significance and proactively builds Filson collections to support research on those questions
- Works with partners in K-12 and higher education to expand and improve the teaching of Jewish history in classrooms
- Prepares and assists with funding proposals to expand the capacity and impact of the Jewish Community Archive, in cooperation with the Filson Development team

Collections Stewardship

- Collaborates with Filson staff to accession and process collections following established policies and procedures
- Serves as a voting member of the Filson's Collections Management Committee, which approves all accessions, plans cataloging projects, and evaluates potential deaccessions
- Develops online and physical exhibitions that feature Filson materials
- Works with relevant Filson staff members to prepare social media and print publication content that promotes the collections and mission of the Filson. This includes annual contributions to both *Ohio Valley History* and *The Filson* newsmagazine
- Tracks time spent on collections management tasks and submits monthly time reports to the Director of Collections Access
- Participates in in-house and remote reference work, including scheduled time on the reference desk

Supervises Support Staff, Volunteers, and Interns

- Supervises day-to-day work of assigned interns, volunteers and/or project team staff, including periodic formal and informal check-in meetings as necessary
- Produces and maintains job descriptions of any direct-reporting interns, volunteers, and project staff as appropriate

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- Produces and maintains onboarding materials for staff, volunteers, and/or interns assigned to the Jewish Community Archive
- Uses annual performance reviews of direct-reporting project staff to evaluate performance based on the criteria in the job descriptions and makes changes as needed to reflect new responsibilities and expectations
- Assists with developing the annual budget for the Jewish Community Archive

Preferred Qualifications

- Graduate degree in Library and Information Science, History, American Studies, or other related field. Three or more years of work experience related to the listed duties can be substituted for a graduate degree.
- Knowledge of Jewish history and culture, particularly in Kentucky, the Ohio Valley, and Upper South
- Demonstrated ability to build communities of trust within and among marginalized groups
- Strong interpersonal skills and ability to develop meaningful relationships with local campuses and communities on behalf of the Filson
- Demonstrated knowledge of collections management processes including cataloging, conducting physical inventories, as well as collections handling, housing, and storage
- Computer proficiency, primarily with Microsoft Office, especially Excel. Experience with Omeka, PastPerfect and/or other collections software preferred

Compensation and Benefits

Salary range of \$60,000 to \$70,000 per year with a competitive benefits package including health and life insurance, 403(b) match, and generous paid time off, holidays, and volunteer time off. This is a full-time position, expected to work 40 hours per week, based at the Filson's campus in Louisville, Kentucky. The Filson's standard operating hours are 8:30 am – 5:00 pm Monday through Friday. Because of the outreach nature of this position, the holder should expect to occasionally flex time to work on weekends and evenings. Occasional travel within Kentucky and the United States is required.

Application Procedures

Applications including 1) a cover letter detailing relevant experience and expertise, 2) a resume or CV, and 3) contact information for three professional references should be submitted to Dr. Patrick Lewis, Director of Collections & Research, via email at patricklewis@filsonhistorical.org by **May 3, 2024**. Questions about the position and application process should be directed to Dr. Lewis.

About the Filson

Since its founding in 1884, the Filson Historical Society has collected, preserved, and shared the significant stories of Kentucky and Ohio Valley history and culture. Its collections of art, objects, manuscripts, prints and photographs, and rare publications are used by scholars from around the world and diverse researchers in and near Louisville. Its publications, exhibits, and events bring the latest perspective on the region's past to its public audiences.