

MORVEN

MUSEUM & GARDEN

Title: Curatorial Assistant
Schedule: Temporary, Part-time, 24 hours a week for 12 months
Pay: \$25 an hour

Full job description:

Morven Museum & Garden has an immediate opening for a part-time, temporary curatorial assistant. The successful candidate will work alongside the curators to continue a robust exhibit schedule and maintain the museum collection. This is a 12-month, part-time position working on site.

Duties:

- Assist in the planning and installation of exhibitions (correspondence, loan forms, checklists).
- Work on the related publications (obtaining images and reproduction permissions; compiling research archives).
- Assist with and write didactic labels and other copy as needed, including digital content for social media.
- Assist with registrarial duties including condition reporting, loan logistics, and database
- Assist with collections management, including on-going inventory and maintaining collections storage
- Act as a courier for loan objects
- Maintain research archive and library
- Daily administrative support (drafting correspondence, preparation of presentations, processing invoices, and other general office and clerical duties).
- Liaison for curator's external contacts, including lenders, researchers, and vendors.

Qualifications:

- B.A. and 2 years work history, or equivalent experience.
- Demonstrated knowledge of and interest in American history and museum practices
- Excellent writing, research, and communication skills, with attention to detail.
- Ability to handle several projects simultaneously and meet deadlines.
- Ability to work well as a member of a team.
- Administrative and organizational skills, including experience with museum databases,

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Microsoft Office, Excel, and Zoom.

- Physical ability to lift or carry 25lbs, frequently use hands for simple grasping or pushing or pulling; occasionally bend, squat, climb, reach overhead; and the ability to work on ladders and ability to maintain balance.

Compensation and Benefits:

- \$25.00 hourly
- Paid time off
- Paid sick time
- On-site parking

How to apply: Please send a cover letter & resume to jobs@morven.org by July 12, 2024.

About Morven:

A National Historic Landmark, Morven is situated on five pristine acres in the heart of Princeton, New Jersey. The home of Richard Stockton, a signer of the Declaration of Independence and former New Jersey Governor's Mansion, Morven showcases the rich cultural heritage of the Garden State through regular exhibitions, educational programs, and special events.

Our Belief is that history is an anchor to the past and a beacon to the future. Preserving and examining the past is vital for educating good citizens who will build a greater society.

Our Vision is that one day all citizens will know and understand America's history and pursue civic duty actively and responsibly.

Our Mission is to preserve and celebrate Morven's legacy by sharing its authentic stories.

Morven is located at 55 Stockton Street, Princeton, NJ and is open to the public Wednesday through Sunday from 10:00 a.m. to 4:00 p.m. www.morven.org