

Title: Curatorial Assistant

Reports to: Director of Curatorial Affairs

Works closely with: Archivist; Director of Outreach and Volunteer Services

Status: Full-time (40 hours per week)

Compensation: \$25 per hour

Schedule

This position follows a Tuesday through Saturday schedule from 9:00 a.m. to 5:00 p.m.

Some flexibility may occasionally be required in connection with exhibition installations, special events, or institutional needs.

Position Summary

The Curatorial Assistant supports exhibitions, collections, and public-facing operations at the Historical Society of Palm Beach County. This role provides hands-on assistance with exhibition logistics, object handling, research, documentation, and collections organization, while also supporting intern work and museum operations during public hours.

The position strengthens coordination between curatorial, archives, and education functions, ensuring work is completed accurately, efficiently, and in accordance with professional museum standards.

Key Responsibilities

Exhibition Support

- Assist with the preparation, installation, rotation, and deinstallation of permanent, temporary, and pop-up exhibitions.
- Support object movement, packing, unpacking, and condition checks in coordination with archives staff.
- Assist with mounting objects, labeling, and maintaining exhibition spaces.

Collections Organization & Intern Review

- Organize collections materials in preparation for processing by interns and volunteers.
- Prepare object groupings, reference materials, and task guidance for intern projects.
- Review intern work for accuracy, completeness, and adherence to cataloging and documentation standards; coordinate corrections as needed.
- Help ensure consistency across records, locations, and supporting documentation.

Collections & Object Management

- Track objects used in exhibitions and update locations as needed.
- Assist with loan documentation, insurance lists, and exhibition object records.
- Work with archives staff to identify materials suitable for exhibitions, tours, and interpretation.

Research & Writing

- Conduct research to support exhibitions, tours, and interpretive content.
- Assist with drafting or editing exhibition labels, timelines, and supporting text under supervision.

Museum Operations Support

- Support museum operations during public hours.
- Assist docents with visitor check-in and coordination.
- Respond to basic membership inquiries and direct visitors as needed.
- Provide basic technology troubleshooting related to exhibitions, tours, or visitor-facing equipment.
- Serve as a point of support for staff, volunteers, and visitors during busy museum hours.

Administrative & Grant Support

- Assist with documenting curatorial and exhibition-related expenditures for grant tracking and reporting.
- Support basic recordkeeping related to exhibition and collections activities, as needed.

Qualifications

- Bachelor's degree in history, museum studies, public history, or a related field (or equivalent experience).
- Strong organizational skills and attention to detail.
- Ability to manage multiple tasks and support overlapping projects.
- Comfort working with objects and archival materials.
- Strong written and verbal communication skills.
- Comfort interacting with the public and supporting volunteers.

Preferred Qualifications

- Prior experience in a museum, archive, or cultural institution.
- Familiarity with collections databases, cataloging practices, or exhibition installation.
- Experience working with interns or volunteers.
- Interest in local history and community-based storytelling.

Physical Requirements

- Ability to lift and move objects and materials with assistance.
- Ability to stand, bend, climb ladders, and work hands-on during exhibition installations.
- May be required to use a personal vehicle for the transportation of objects or materials, with mileage reimbursed in accordance with organizational policy.

Additional Terms

- Other duties may be assigned as needed to support departmental and institutional priorities.

To apply, please submit a cover letter and resume to Erica Grant, Director of Curatorial Affairs, at egrant@pbchistory.org.