



Tri-Cities Historical Museum

Exhibition Curator

Department: Exhibitions

Classification: Full Time, Regular

Reports to: Executive Director

Status: Salaried and Exempt

Proposed Salary: \$48,000-\$55,000

Eligible for Benefits: Yes, Full Benefits

Position Summary:

At the Tri-Cities Historical Museum, we create connections to local history! We're seeking an innovative museum professional with excellent research and design skills to join our team as our next Exhibition Curator. This key leadership role is responsible for the planning, research, design, fabrication, installation, maintenance, and evaluation of exhibitions at the Tri-Cities Historical Museum. The Exhibits Curator plays a key role in advancing the museum's mission by creating dynamic, accessible, and impactful exhibitions that connect audiences to local history while ensuring the museum's physical spaces remain functional and well-maintained. The ideal candidate is creative, team-oriented, organized, and committed to making history engaging for diverse audiences.

Qualifications: Bachelor's degree in History, Museum Studies, Design, Public History, or a related field required; Master's degree preferred. Two to five years of professional Museum experience in exhibit development, design, installation, and project management. Knowledge of collections management systems, including familiarity with Collective Access, is preferred. Strong project management and organizational skills with the ability to manage multiple priorities and deadlines. Excellent written, verbal, and presentation communication skills. Demonstrated ability to work independently and collaboratively with staff, volunteers, community partners, and contractors.

Duties and Responsibilities with Estimated Annual Time Allocation Percentage

Exhibit Planning, Development, and Management (75%)

- Research and develop exhibit content using collections, databases, archival resources, and historical sources.
- Collaborate with collection staff to incorporate artifacts, photographs, and archival materials into exhibitions.
- Create interpretive text and labels while ensuring diverse and underrepresented stories are represented.
- Design, fabricate, install, and maintain exhibits, including interactive and hands-on components.
- Evaluate exhibitions and ensure they meet museum standards for accessibility, preservation, safety, and visitor experience.
- Collaborate with marketing and design partners to create exhibition graphics and promotional materials.
- Coordinate the production and printing of exhibit labels, panels, and interpretive materials.
- Maintain a consistent visual identity and high-quality presentation across all exhibitions.
- Develop and implement schedules for exhibit maintenance, cleaning, and preservation.
- Monitor, repair, and update exhibit components to ensure quality visitor experiences.

General Administration (15%)

- Assist the Education and Collections departments with exhibit-related projects and initiatives.
- Train education staff, docents, and volunteers on new exhibit content and interpretation.
- Participate in the museum's Collection Committee.
- Provide support for museum events, programs, and fundraising activities.
- Monitor the exhibition department budget and expenses. Work with the Executive Director on the department's annual budget needs.
- Contribute exhibit-related content to the museum's social media accounts.
- Maintains and updates exhibition-related content on the museum website.
- Contribute articles and content for museum publications, including River Winds and Grand River Packet.
- Write exhibition department reports for the museum's board of directors.
- Provides the Development Director with exhibition data and narrative support for grant applications and advancement initiatives.

Partnerships and Community Engagement (10%)

- Build and maintain relationships with museum volunteers, neighboring museums, local artists, collectors, historical organizations, and community partners.
- Serve as the museum's representative on community committees and collaborative initiatives as needed.
- Promote exhibitions as tools for community engagement, education, and historical understanding.

General Knowledge, Skills, and Abilities

1. Demonstrate and effectively communicate a comprehensive understanding of the TCHM Mission and Value Proposition from the current Strategic Plan.
2. Understand the general philosophy, principles, programs, and practices of a public historical museum.
3. Able to handle multiple projects simultaneously while meeting all critical deadlines. Prioritize and organize workload effectively to complete tasks on time. Delegate where appropriate.
4. Adhere to the highest ethical standards.
5. Outstanding written and verbal communication, with proven ability to communicate effectively in public speaking and when interacting with key partners, professional affiliates, and staff colleagues.
6. Possess exceptional customer service skills, with the ability to work with diverse customers, volunteers, and TCHM staff. Strong interpersonal and excellent listening skills.
7. Be an outgoing, optimistic, and professional representative of TCHM to all stakeholders.
8. Be creative, collaborative, and strategic with good analytical and problem-solving skills.
9. Be a self-starter and able to work independently and as part of a team.
10. Be proficient with technology and familiar with TCHM social media, computer programs, and databases.
11. Manage budgets within areas of oversight; provide expenditure forecasts and revenue estimates; understand and ensure adherence to budgets under dynamic operating conditions.
12. Be flexible and able to work weekends, holidays, and evenings as necessary.
13. Physical requirement – be able to lift and move objects up to 50 lbs.

Benefits: The museum offers a competitive benefits package, including healthcare, life insurance, a 3% matching IRA contribution, an Employee Assistance Program through Mosaic Counseling, vacation, sick leave, 15 paid Federal holidays, and up to 7 snow days per winter season.

About the Tri-Cities Historical Museum: Founded in 1959, the Tri-Cities Historical Museum (TCHM) is a vibrant local history museum serving the community with exhibitions, programs, and archives. The museum occupies two buildings: the historic Akeley building, built in 1871 and located in the center of downtown Grand Haven, and the Community Archives and Research Center (CARC), established in 2016. Anyone, anywhere, can view and search our catalog of objects, photographs, and documents on Collective Access, the Museum's free digital database of more than 73,000 artifacts.

Our mission is "creating connection to local history." Residents and visitors of the Tri-Cities can explore the shared history of Spring Lake, Ferrysburg, and Grand Haven. More than 24,000 visitors annually enjoy exploring the stories of local people, events, and artifacts. The Akeley building's first floor features permanent exhibits that tell the story of the Tri-Cities in chronological order. The second floor offers small- and large-gallery spaces to feature rotating exhibits.

Commitment to Inclusion: The Tri-Cities Historical Museum does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, gender identity, or gender expression, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing staff, selecting volunteers and vendors, and providing services. We are committed to providing an inclusive and welcoming environment for our team members, visitors, volunteers, subcontractors, vendors, and clients.

To apply, please send your cover letter, resume, and references to Erica Layton, Executive Director, at careers@tchmuseum.org by July 26, 2026.