

**Name:****Job Title:** Curatorial Associate**Reports to:** Senior Curator - Curator III**Organizational Level:** Historical Resources**PD Prepared by:** Jennifer Downs**Department:** Kentucky Historical Society**Class Title:** Curator I**Division:** Museums**Position Number:** 31176026**Position Type:** Full-time; Non-exempt**Hire Date:****Job Summary:**

The Curatorial Associate works to fulfill the mission of the Kentucky Historical Society (KHS) and helps their colleagues throughout the organization succeed. The Curatorial Associate serves on a highly collaborative team that researches, cares for, catalogs, exhibits, and interprets KHS's objects collections so that all projects and programs elevate what we know about Kentucky history. The Curatorial Associate will process and catalog collections according to best practices and KHS guidelines. The Curatorial Associate will also assist curators with the assessment and research of collections and potential collections. This position also provides stewardship of the agency's object collection so that these strategic assets are preserved and accessible for research, teaching, and exhibition purposes. Other duties include assisting Historical Resources colleagues and volunteers with KHS programming, outreach, and exhibit preparation.

Essential Duties and Responsibilities:

- With the guidance and partnership of KHS curators and Registrar, the Curatorial Associate will help to provide stewardship over the KHS collection, including cataloging new acquisitions following KHS procedures, standards, and guidelines.
- Conduct research so that KHS better understands its collection.
- Improve object records of the KHS collection utilizing PastPerfect database.
- Work collaboratively with other KHS staff members to enhance the description of objects collections and increase public access to materials.
- Research and understand collections and their place in Kentucky history. Promptly and effectively respond to inquiries from both staff and the public.
- Process and organize new collections to expand and improve educational and research opportunities for the staff and public.
- Assist curators with new and ongoing projects.
- As needed, assist the curatorial team with the packing, moving, storage, and installation of collections items for loans or in preparation for exhibitions and special displays.
- Assist curators and Registrar with tasks that monitor the security, safety, environmental, and structural condition of KHS storage areas, exhibition spaces, and across the KHS campus.
- Serve on special projects and work teams.

- Support a variety of KHS outreach efforts.
- Other duties as assigned.

Qualifications:

Education/Experience – Bachelor’s degree in history, public history or a related field with (1) year of experience working with object collections in a museum setting. Master’s degree in museum studies, history, public history, or a similar area of study is preferred. Education will substitute for experience on a year-for-year basis.

Communication – Excellent communication skills required. Demonstrated facility in public speaking and writing to multiple kinds of audiences.

Computer Skills – Advanced internet, word processing, database management, spreadsheets, and email use. PastPerfect experience preferred.

Special Requirements – Knowledge of material culture, collections management, artifact care, and museum cataloging practices. Adherence to professional codes of ethics and involvement in museum organizations.

Organization Skills – Must have strong organizational and administrative skills and the ability to work collegially with staff across the organization. Must be able to manage a project from concept to completion. Must be attentive to detail and accuracy while managing multiple competing priorities.

Working Conditions:

Physical Demands: Must be able to visually inspect the change in the condition of archival documents and collections objects; retrieve collection objects regularly that may weigh up to 40 lbs.; able to regularly bend/stoop/reach to retrieve and store collection objects.

Frequent use of a computer, monitor, keyboard, and mouse. Must be able to manage quickly shifting priorities.

Competencies/Behavior Dimensions:

- ***Passion for Kentucky history:*** Passion for the KHS mission and core values: service, discovery, excellence, authenticity, stewardship. Possess the ability to communicate this passion to others.
- ***Service Focus:*** We value our role in serving the public and work to ensure those services are exemplary.

- **Discovery:** We value dialogue, discussion, education, and scholarship. We value an organizational culture of discovery that inspires, engages, and motivates learners of all ages.
- **Excellence:** We value continuous improvement with the goal of excellence. To that end, we place a high value on adhering to and shaping professional standards.
- **Authenticity:** We value integrity, legitimacy, and the power of the authentic. We, therefore, value research, collections, and programs backed by fact.
- **Stewardship:** We understand that stewardship is all about what you do with your resources and how you do it. As a result, we value the proper stewardship of Kentucky's historical assets, of KHS financial and human resources, and of the KHS mission.
- **Be inclusive:** Give opportunity to the history of all people. Encourage them to share their history and make it broadly accessible
- **Be Innovative:** Create new ways to ignite the public's curiosity about history. Maximize the latest appropriate resources to implement them.
- **Be Bold:** Don't be afraid to address controversial issues. Don't be afraid to take risks to accomplish organizational goals.
- **Be Relevant:** Identify the issues that matter today. Demonstrate how history can play a key role in their resolution.
- **Embrace Diversity:** Commitment to inclusiveness and empowerment. Demonstrates respect, equity, and empathy for a diverse community.
- **Professional Development:** Actively participate in agency-approved internal and external professional development events, as needed or directed by the supervisor.

Direct Reports:

None.