

Part-Time Curator

Company Mission Statement:

The Historical Society of Montgomery County (HSMC) engages with the public to collect, preserve, and interpret the documents, artifacts, and stories that reflect the evolving mosaic that is our county.

Job Summary

The HSMC is looking for a part-time curator to be responsible for the care of our three-dimensional artifacts. This includes accessioning, deaccessioning, preserving, conserving, and cataloging these artifacts. The curator would also take lead on changes to the existing exhibit and display spaces within HSMC.

Job responsibilities:

- Provide preservation care to all three-dimensional artifacts
- Make recommendations for the accession and/or deaccession of three-dimensional artifacts
- Catalog and keep track of all three-dimensional artifacts
- Create annual exhibit
- Monitor environmental dataloggers once a month
- Other duties as assigned such as:
 - o Help with programs both on and offsite, including at historic Montgomery Cemetery
 - o Contribute to social media outlets and the website

Qualification Requirements

- A master's degree in art history, history, archaeology, museum studies, or similar fields.
- Experience in public relations, fundraising, and business administration, preferred.
- Strong proficiency in Microsoft Office Suite.
- Experience with PastPerfect.
- Excellent organizational, communication, and interpersonal skills.
- Detail-oriented with the ability to multitask effectively and prioritize competing demands.
- Ability to work independently and as part of a team.
- Availability to work from 1pm-8pm on Wednesdays and at least 3pm-5pm on Tuesdays.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and sit; use hands to feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk

or hear. Ability to work in confined spaces such as collections rooms. The employee must regularly lift and move up to 25 pounds. Special vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.