Position Description

Job Title: Curator of Public Play and Game Shows
Team: Curatorial
Location: One Manhattan Square, Rochester, NY 14607
Scheduled Hours: Full-Time, 37.5 hours per week
FLSA Classification: Exempt
Salary Grade: 28
Reports to: Chief Curator

Position Summary:
The Strong owns and cares for the world's most comprehensive collection of toys, dolls, board games, video games, books, documents, and other historical materials related to play. Collectively, the museum's curators are responsible for the research, acquisition, care, display, and storage of more than half a million objects. As a member of the curatorial team, this includes developing and implementing all related policies and procedures and creating, updating, and meeting a comprehensive set of collecting goals based on the museum's mission and Long Range Plan. This position is responsible for collecting, cataloging, and caring for objects related to public play and the museum's National Archives for Game Show History.

This position requires an energetic, strategic, and dynamic individual to build a collection and collaborate with internal and external stakeholders to nurture partnerships that support collecting and exhibition efforts. The curator is required to expend such personal efforts as may be needed to keep up with advances in subject matter information related to this position. The employee must learn the constraints, with particular consideration of the budget, within which this job must be performed and work within those parameters.

All museum staff are expected to cooperate with one another in furthering the museum's general objectives and in completing museum projects. Similarly, all staff consistently maintain a positive and enthusiastic attitude, act with integrity and in accordance with the highest ethical standards, and demonstrate loyalty to the museum in all public contacts. Guests and colleagues deserve our best efforts every day.

Essential Duties:
The specifications described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Perform work in accordance with best practices and standards, particularly AAM's Code of Ethics for Museums.
- Together with other curators, implement the collection development and collection management strategies. Present and interpret the world's most comprehensive collection of toys, dolls, board games, books, documents, and other historical materials related to play.
- Consider the needs of the museum and its objectives and propose objects for acquisition where appropriate. Locate, identify, and procure objects for acquisition through gift and purchase within budgetary allowances.

- Recommend objects for deaccession and produce documentation required for that process.
- Research collections and keep abreast of current developments in the museum field and specific subject areas, especially those related to game shows, amusement parks, playgrounds, festivals, dancehalls, sports, and other forms of public play.
- Sustain an innovative, engaging curatorial program that contributes to the educational experiences of guests and visiting scholars.
- Assist with all aspects of The Strong's National Archives of Game Show History.
- Catalog incoming acquisitions in the collection management database and relocate objects for storage.
- Oversee assigned collections in storage, on exhibition, and on loan.
- Together with the conservator, examine objects to determine conservation needs, establish priorities, and arrange for necessary conservation work.
- In collaboration with team members, select, prepare, assemble, install, and arrange artifacts for exhibition, ensuring the artifacts' safety, with consideration of the visual appeal and intellectual elements of the overall exhibit design. Identify and correct any problems with the set up.
- Collaborate with the exhibits team to display collections that support museum objectives. Adhere to timetables as dictated by exhibit schedules and other project deadlines. Participate on exhibit development teams as assigned.
- In cooperation with the conservation team, ensure the preservation of all loaned objects, including, documenting the condition of incoming and outgoing artifacts, reviewing all artifacts considered for outgoing loans, and establishing standards for packing, shipping, and display.
- Together with the conservation team and collections manager, organize existing collections storage and establish plans for future storage needs. Ensure that storage spaces are safe from physical and environmental hazards.
- Cultivate relationships with prospective donors and manage existing ones, consistent with the collection development strategy. Assist the institutional advancement team with planning membership events and fundraising activities.
- Serve as a vocal spokesperson and advocate for The Strong's overall educational mission. Promote the institution through media appearances, public speaking appointments, consultations, professional memberships, and connection with national and international associations.
- Fulfill public and professional requests for information and assistance. Respond to media requests in conjunction with public relations staff.
- Assist visiting researchers with onsite requests to access collections materials.
- Develop, organize, and conduct tours or educational sessions for donors, guests, visiting scholars, and museum staff.
- Procure museum artifacts for visiting scholars and Strong Fellowship recipients. Work with these visitors as need and time allows.
- Write regularly for the museum's blog.
- Together with the conservation and facilities teams, develop and execute preservation procedures, such as control of temperature, humidity and lighting, regular inspections of artifacts on display and in storage, and working toward improved conditions as necessary.
- Contribute to the museum disaster plan and preparations.
- Attend collections team and general staff meetings, and serve on other internal museum committees, as requested.
- Perform other duties as assigned.

Additional Responsibilities:

- Travel as a courier for acquisition shipments as required to ensure proper condition, handling, packing, and unpacking.
- Manage and maintain the museum's collections of art, ephemera, and sports equipment.
- Train and supervise curatorial interns or volunteers, as needed.
- Participate on museum committees, project teams, or process teams, as assigned.

Core Values:
These are embedded in all roles within the museum. Employees must have the ability to demonstrate, understand, and apply our workplace values.

- **Respect:** We treat guests and each other with fairness and respect. We celebrate differences as well as similarities. Our behavior is marked by courtesy, patience, compassion, and tolerance. We serve with honesty and integrity, and we expect trust and loyalty in return.
- **Focus:** We share a special sense of purpose based on the museum's mission. We take pride in our dedication to common goals and commit all our talents and efforts to achieving them.
- **Excellence:** We strive constantly for excellence and seek continual improvement in all that we do. Each of us takes responsibility for achieving outstanding quality and, in return, our accomplishments are recognized and rewarded.
- **Community:** We foster community within and outside the museum through an atmosphere of collaboration, cooperation, and collegiality. Teamwork and flexibility lead to esprit de corps and effective public service.
- **Fun:** We are friendly, enthusiastic, inquisitive, and creative. We strive to ensure that the museum is always welcoming, fresh, vibrant, and filled with engaging imagination and fun.
  Diversity: The Strong is inclusive. It embraces and honors cultural diversity while highlighting common experiences. It engages people of many backgrounds and interests. The museum commits to making its facility, exhibits, and programs accessible to guests of all abilities, ages, classes, ethnicities, gender identities, national origins, races, religions, sexes, and sexual orientation.

Work Environment:
Work is performed primarily indoors in a professional office environment, climate-controlled collections storage areas, and throughout exhibit galleries. This role routinely uses standard office equipment such as computers, phones, printers, and copiers. The noise level in the environment is usually low to moderate.

While performing the duties of this job, the employee may be exposed to dust, dirt, mold, mildew and other allergens, insects, and sharp edges.

This position may require occasional evening and weekend work as job duties demand, as well as local and national travel. Travel may require transportation via motor vehicle or airplane.

Physical Demands:
While performing the duties of this job:

This position regularly requires full range of mobility in upper and lower body; the ability to reach overhead; the ability to work in various positions, including stooping, standing, walking, bending over,

sitting, kneeling, and squatting for extended periods of time; the use or operation of objects, tools or controls; the ability to climb ladders and three flights of stairs; and the ability to talk, hear, and smell. This position frequently requires the ability to lift, pull, push, and carry weights of up to 25 pounds to complete assigned job tasks.

Frequent sitting in front of a computer and using repetitive typing motions; frequent walking, often pushing an artifact cart; periodic cleaning and dusting of displayed or stored objects.

Visual acuity to see object details at close range and operate computer equipment is required. Specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus are important for this role.

Knowledge, Skills & Abilities:
The candidate may have any combination of education and experience, but should possess the required skills and knowledge for successful performance. Our general minimum requirements are:

- Graduate degree in history, museum studies, humanities, or a related field.
- Strong knowledge of playthings and the history of play.
- Ability to network and build relationships with diverse communities locally, nationally, and internationally.
- Demonstrated commitment to principles of diversity, equity, and inclusion in exhibitions, staff, and guest experiences.
- High familiarity and skill with computers and digital processes.
- Experience in artifact cataloging and collection management.
- **Active Learning:** Understand the implications of new information for both current and future problem-solving and decision-making. Maintain subject matter expertise on playthings as the museum's collections grow and apply new knowledge to the job.
- **Creative Thinking:** Create and implement new ideas for exhibits and displays for the curatorial function.
- **Detail-Oriented:** Careful attention to detail in inspecting objects to assess their condition, evaluate their characteristics, and determine strategies to display or store them.
- **Donor Cultivation:** Knowledge of fundraising principles and practices in museums or similar institutions. Social perceptiveness to assist in executing successful interactions with prospective donors.
- **Entrepreneurial Drive:** Strong interest in and experience with collections development. An entrepreneurial bent toward growing collections.
- **Interpersonal Tact:** Frequent contact with individuals within and outside the museum in situations where considerable tact and initiative are needed to impact business results. Excellent listening skills, a high degree of diplomacy and maturity, and the ability to balance empathy and objectivity.
- **Interpretation:** Use a multidisciplinary approach to identify and interpret artifacts in a way that tells a story.
- **Record-Keeping:** Record, enter, store, and maintain thorough and accurate information about artifacts in written and electronic form. Experience cataloging objects and writing artifact descriptions.
- **Visualization:** The ability to imagine how something will look after it is repaired, rearranged, restored, or moved around a space.

- **Collaboration:** We work in a team-oriented environment, so it is vital that our employees maintain effective interpersonal relationships. Team members must be good at active listening, conflict management, cooperation, facilitation, negotiation, and be open to feedback.
- **Communication:** Our employees should always communicate and act in a respectful manner when working with others, including those from outside the museum. The ability to handle difficult and stressful situations with professional composure is vital for this position. This job requires the ability to communicate effectively in both oral and written form using the English language.
- **Guest Service:** All museum employees provide extraordinary service to our guests. People are filled with anticipation when they visit. When they leave, they feel enriched, are glad they came, and look forward to returning. The collections team's work should contribute to these sentiments every day.
- **Problem-Solving:** Things don't always go as planned. This job requires skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. The ability to exercise sound judgment in making decisions is essential.
- **Process Management:** The ability to work well under pressure and handle several projects at once in order to meet the varying needs of the museum is fundamental to this role. The employee must be self-motivated, well-organized, and flexible. A strong ability to multi-task and work with competing deadlines and varying priorities without compromising attention to detail or quality of work is essential.
- **Computer Proficiency:** This position requires work on a computer, in databases, and with related equipment. A high degree of comfort and proficiency with computer technology and software, especially Microsoft Office, is important. The ability to learn new systems, as needed, is also beneficial.

These qualifications are considered a plus:

- Deep knowledge of the history of game shows.
- Professional experience at a museum of similar size.
- Public speaking skills and comfort engaging with the media.
- Membership and involvement in related professional organization(s).

Pre-Employment Requirements:
Must consent to and pass a drug screen and criminal background check as conditions of employment.

Disclaimer:
The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Within reason, duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice. Employees are expected to accept reasonable assignments whether or not they are specifically included in this position description.

Working at The Strong
At The Strong, we believe that diverse perspectives fuel creativity, innovation, and play. We are dedicated to creating an inclusive, welcoming environment for everyone.

Equal Opportunity Statement:
The Strong is an equal opportunity employer. It is the policy of The Strong to provide equal employment opportunity to all persons without regard to race, color, religion, sex, sexual orientation, gender identity or

expression, pregnancy, national origin, age, disability, military or veteran status, marital status, domestic violence victim status, genetic information, criminal history, or any other characteristic protected by applicable federal, state, or local laws. This policy of nondiscrimination applies to all aspects of the employment relationship, including but not limited to recruitment, selection, advancement, compensation, benefits, layoff, recall, transfer, and termination.