Curator of Exhibits

Summary of Position: The curator of exhibits is responsible for the development, selection, and coordination of all aspects for the core and traveling exhibit program at the museum. This work is performed in collaboration with other staff and the WCHSM volunteer corps.

Status: Part-time, 20 hours per week  Compensation: $20/hour
Oversee: Curatorial and exhibit volunteers and interns, outside contractors

Responsibilities – Exhibits

- Holds the central role in the exhibit development process for both core and traveling exhibits, working in conjunction with other staff, WCHSM’s volunteer corps, and other identified community stakeholders.
- Coordinates the research, design, purchases for, and fabrication of in-house exhibits and displays, and materials, and accompanying interactive elements.
- Coordinates work with outside contractors for exhibit development, design, and construction.
- Functions as the contact person for the planning, selecting, booking, installation, and change over of traveling exhibits, this includes working with exhibit contracts.
- Works with all staff to better understand the allocation of program space to facilitate cohesive theme and use.
- Manages the maintenance of the exhibits.

Responsibilities – General

- Provides routine support to the operation of the organization as part of the staff team.
- Oversees the work of interns and volunteers related to exhibit processes and maintenance. Oversees contracts hired by the museum for duties related to the department.
- Performs all duties under professional codes of ethics specified by the American Association of Museums, and under legal requirements.

Requirements:

- Bachelor’s degree in museum studies, historical administration, history, or similar area of study.
- Ability to handle objects appropriately with knowledge of fundamental principles of conservation, security, storage, and environmental controls.
- Strong research and writing skills as pertain to developing exhibit content.
- Knowledge of techniques of selection, evaluation, preservation, restoration, and exhibition of artifacts.
- Proficiency with museum registration/collection management databases. Past Perfect experience a plus.
- Thorough knowledge of planning, developing, and implementing exhibitions and strong project management skills.
- Good oral and written communication skills.
- Ability to operate PC, phone, and other office machinery.
Work Conditions:

- Museum office and storage environments.
- Job requires physical arrangement of exhibit furniture and artifacts; accommodations can be provided.
- Involves some evenings and weekend hours.
- Able to provide own transportation to perform some duties.
- Must have a valid Wisconsin driver’s license and safe driving record.

To Apply:

Please submit your cover letter and resume or C.V. to info@wchsm.org, with the subject line “Curator of Exhibits” by Monday September 19. No phone calls please.