Position Description: Curator & Collections Manager

**Position summary:** The Curator & Collections Manager is responsible for the care, oversight, and interpretation of the Ephraim Historical Foundation (EHF) archives and collections. The key components of this position are overseeing the ongoing collections management projects, and making Ephraim’s history accessible to researchers, schools, and the general public. This is done through exhibits, programs, workshops, articles, publications, and ongoing collections/archives management. The Curator & Collections Manager works with the Executive Director to continue to guide and maintain the academic direction of the EHF and its collections. As is true for all non-profits, this person will take on additional duties and responsibilities beyond those outlined below as the Foundation’s mission and operations requires and as the EHF Executive Director instructs.

- Full-time salaried position: $43,000-$47,000, depending on experience.
- Health Insurance, Dental Insurance, Profit Sharing Plan, and Paid Vacation included.
- Reports to the Executive Director.

**Responsibilities:**
The Curator & Collections Manager role is a highly visible position within the Ephraim Historical Foundation’s Museum environment with three main areas of focus—collections care & management, research, and interpretation.

- Oversee the physical care, storage, and movement of collections and archives.
- Monitor collections storage environments to ensure they are within an appropriate range.
- Oversee expansion of the collections and archives through accessions and acquisitions with adherence to EHF Collections Policy.
- Manage the PastPerfect Database and ongoing cataloguing of the EHF collections.
- Organize, catalogue, label, photograph, scan, and safely store documents, photographs, and three-dimensional objects in Ephraim Historical Foundation’s collections, both those currently on display and in storage.
- Conduct research for the development of the collection, exhibits, publications, programs, public, members, and other organizations.
- Develop research projects that engage volunteers, interns, members, and the public.
- Promote and provide access to the collections through technology and related services for the collections.
- Support the physical management, care, and preservation of the collections.
- Organize, plan, conduct, and catalogue Oral Histories.
- Research and develop exhibitions that meet EHF’s mission, community engagement goals, and leverage the collections.
- Provide content expertise as part of a core team that leads the collaborative development and implementation of exhibition projects.
- Research and develop exhibit content, coordinate installation, and provide content for any advertising related to new exhibits.
• Collaborate with docents and staff to develop plans for exhibition-related programming, activities, and evaluation.
• Work within a cross-functional team to oversee the care, upkeep, and refreshment of core gallery experiences.
• Assist with the set up and closing of museums at the beginning and end of the season.
• Develop the academic/scholarly direction of the EHF and adhering to the EHF Curatorial Plan.
• Coordinate the collections/archives policies, accessions/deaccessions, loans (in coming and out-going), temporary custody, research projects, and exhibitions.
• Work with Executive Director to expand outreach by communicating the contents and importance of these collections and the professional museum standards of the EHF to the EHF membership and the community.
• Provide archival/collection materials and information for fundraising, marketing, and membership needs.
• Review and develop formal EHF publications.
• Create publications related to current exhibits, where applicable.
• Grant writing as needed.
• Assist, as needed, in Programs and Events.

Knowledge, Skills & Abilities Necessary:

• Knowledge of United States and Wisconsin history.
• Knowledge of principles and best practices of the care and maintenance of historical collections.
• Demonstrated ability to build partnerships and work with individuals and community-based organizations.
• Broad knowledge of current trends in curatorship, exhibition development, and community engagement.
• Understanding of museum ethics and standards for collections management.
• Exceptional communication skills and experience with the public, donor groups, press, external and internal stakeholders.
• Proficient with word processing, spreadsheets, and databases; advanced proficiency in collections management software, preferably PastPerfect.
• Excellent verbal, presentation, and written communication skills.
• Ability to assist in planning production schedule and proven record in adhering to project schedules and budgets.
• A thorough understanding of how a unified system of libraries, archives, and object collections functions.
• Strong public speaking skills with ability to speak/present to many different types of groups of various audience sizes.
• Knowledge of and ability to implement the principles and practices of program planning and project management.
Knowledge and skills in strategic planning and implementation.
Knowledge of and ability to prepare effective proposals for grant funding.
Ability to prepare clear, concise, and complete analyses, reports and supporting documentation.

**Education & Experience Requirements:**
A combination of experience and education that demonstrates possession of the necessary knowledge and abilities for this position is required as noted:

- Bachelor’s Degree in History, Museum Studies, or similar field required. (Master’s Degree preferred)
- Demonstrated experience with collections management, development, and documentation in a museum setting.
- Demonstrated experience developing exhibitions with broad community relevance and appeal.
- Proficient in object handling with the dexterity to handle fragile items safely; ability to lift up to 40 lbs.
- Experience with up-to-date collections management procedures regarding digitization.
- Proven record as a professional with a 21st century skill set, with a strong network of colleagues and associates in relevant fields with an interest in best practices.

Please submit a cover letter addressing qualifications for this position, a resume, and three professional references electronically by **November 1, 2022**. (references will not be contacted without prior permission).

**Contact:** Cody Schreck, *Executive Director*
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