



TITLE: Curator of Collections

EMPLOYMENT CATEGORY: Salaried, Exempt/ Full-time (40 hrs/wk)

DATE CREATED/ MODIFIED: November 28, 2017

REPORTS TO: Vice President of Education and Interpretation

POSITION SUMMARY:

The primary focus of this role over the coming months will be the development of a Collections Management Plan and preparations for our new permanent exhibit. The Curator of Collections is a collaborative and resourceful team member with proficiency in the care, management, and exhibition of significant collections, and extensive knowledge of Anglo-American material culture and Maryland history. The Curator is responsible for the management and interpretation of various aspects of Historic Annapolis’s decorative/fine arts and archival collections. This includes processing of acquisitions and deaccessions, proper storage and security of artifacts, research, loans, maintaining collection records, developing exhibitions, coordinating programs, and overseeing conservation care. The Curator will need a strong background in collections management and care and experience in crafting and implementing collections-based policies.

MAJOR RESPONSIBILITIES:

Interpretation

- Plays a key role in the development and implementation of the organization’s upcoming permanent exhibition “A History of Annapolis in Objects.”
- Manages the decorative and fine arts collections, including installation of period rooms in the William Paca House and at other Historic Annapolis properties.
- Supports larger interpretation, furnishing, and site use plans as set by the Vice President Education and Interpretation.
- Imparts relevant content and new research to the organization’s volunteers, docents, members, general public and other professionals in the field through lectures, training, publications, articles, public programs, tours, social media and via other appropriate and effective means.

Supervision and Training

- Supervises curatorial and collections management interns and volunteers.
- Supervises a part-time Registrar position.
- Assists with training of staff and docents.
- Works closely with head housekeeper to perform assessments of objects on view and annual systematic condition-assessment and regular cleaning of the collection.

Acquisitions and Loans

- Develops the collection through the acquisition of gifts, donor cultivation, purchases, and the negotiation of loans.
- Makes recommendations for the refusal, or deaccessioning/removal of objects from the collections and their ultimate disposal.

Collections Care

- Develop Collections Management Plan as specified in recent CAP report
- Monitors environmental and security conditions and maintains humidity and temperature records at all Historic Annapolis properties and off-site storage units where collections are present.
- Performs regular inspections and analysis of objects and archival materials to identify any conservation concerns, monitor conditions, and verify inventory: 1) monthly in the William Paca House for objects on display; 2) bi-monthly on-site storage areas; and 3) bi-monthly inspection of the objects in off-site storage.
- Responsible for implementing the organization's Collections Management Policy, including reviews of the policy every two years and updates as needed.
- Oversees handling, packing, movement, storage, conservation and regular cleaning of the collections, according to policies, procedures and professional standards.
- Maintains detailed records of all objects in the museums decorative and fine arts collection and archival collection via HistoryIT database system and assists in the development of a public interface for the collection.
- Responsible for collections maintenance and conservation, including developing care plans for individual objects and archival materials as needed.

Cultivation and Membership

- Manages the Curator's Circle Membership Program, including donor cultivation and program development
- Assists with the writing and management of collections related grants.

JOB SKILLS, KNOWLEDGE AND EDUCATION:

- Master's degree in Museum Studies, Material Culture or Conservation, History of Art, or related field.
- Minimum 3-5 years curatorial and collections management experience.
- Knowledge of Anglo-American decorative arts and contextual history.
- Knowledge of AAM best practices including writing AAM Standard Facilities Report.
- Ability to manage staff, volunteers and interns.
- Strong research, writing, and public speaking skills.
- Experience developing and installing exhibits.
- Proficiency in collections management software and photography required.
- Knowledge of social media and blog-editing preferred.
- Willingness to work collaboratively with other HA staff and diverse groups of people.

- Passion, integrity, positive attitude, mission-driven, and self-directed.
- Attention to detail and excellent time-management skills.
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives and manage a budget.
- Public speaking experience.
- Proficiency in Microsoft Word, Excel, collection database systems (HistoryIT) and Power Point required; experience with development software (Altru) desirable.
- Ability to follow policies, procedures and instructions to accomplish assigned tasks accurately and appropriately.
- Experience in handling fragile works of art and material culture, the ability to safely lift 40 lbs.
- Demonstrates a desire and ability to function as a team player, including working a flexible schedule, including evenings and weekends.

WORK ENVIRONMENT:

The physical work environment will fluctuate between an office setting, historic house museums, and storage facilities. The job is not incredibly physically demanding, but the candidate may need to be on his or her feet during events and able to lift objects related to collections handling. On occasion, he/she will also need to work under pressure to meet deadlines.

This full-time exempt position offers a full benefits package including paid leave, holidays and health coverage. The position salary is commensurate with experience.

Interested applicants should send a resume, cover letter, and salary requirements to lucy.mikhailova@annapolis.org.