



**JOB TITLE:** Curator  
**EMPLOYMENT CATEGORY:** Full-Time / Salaried, Exempt (40 hours/week)  
**SALARY RANGE:** \$50,000 - \$55,000 (commensurate with experience)  
**DATE POSTED:** November 3, 2023  
**REPORTS TO:** Vice President, Education & Interpretation

**POSITION SUMMARY:**

Historic Annapolis (HA) is seeking a Curator to manage the organization’s decorative arts and archival collections, and to develop and implement thoughtful and inclusive exhibitions for our museum sites. As a key and highly visible member of HA’s Education & Interpretation Department, the programs under the incumbent’s direction focus on the research, management, and interpretation of various aspects of HA’s collections, and the implementation of engaging, community-based exhibitions. In addition to the daily tasks associated with collections care, the primary focus of the Curator in the coming months will be to serve a leading role in developing the James Brice House interpretive and exhibition plan. The Curator will work with a robust team of professionals to craft an extraordinary visitor experience at this National Historic Landmark property that is being fully restored in accordance with the highest restoration standards. Additionally, the Curator will establish relationships with the community and must value diversity, equity, inclusion, and accessibility at all levels of museum practice.

This position is an exceptional opportunity for a talented individual to grow professionally as a part of an impactful organization that has become increasingly visible in Annapolis the past several years, making connections with our past to envision a better future for the entire community. The Curator’s office is located in the historic William Paca House (c. 1767), in the heart of the Annapolis Historic District. This position offers a competitive salary, generous benefits package, growth potential, and professional development within a collegial and supportive environment. It is an exciting time in the history of our organization, and we invite you to consider joining the team at Historic Annapolis.

**ABOUT HISTORIC ANNAPOLIS:**

Historic Annapolis’s mission is to *Preserve* and *Protect* the historic places, objects, and stories of Maryland’s capital city, and provide engaging experiences that *Connect* people to the area’s diverse heritage. HA serves as a steward of a dozen historic buildings for the State of Maryland, operates multiple museums, advocates for historic preservation, and is currently engaged in an extensive historic restoration project. HA is accredited by the American Alliance of Museums and is a Smithsonian Affiliate. For more information, visit [annapolis.org](http://annapolis.org).

**MAJOR RESPONSIBILITIES:**

Interpretation (60%)

- Develop new and engaging ways to connect with visitors through community collaborations and exhibitions at the Museum of Historic Annapolis, and by creating and presenting tours at HA properties that broaden public understanding of life in Annapolis and the history of its diverse people.
- Supports broader interpretation, furnishing, and site use plans as set by the Vice President, Education & Interpretation. Collaborate among Education team to integrate information about the collection into visitor experiences.

- Play a key role in the development/implementation of the James Brice House comprehensive interpretative experience.
- Assist with collections-related research inquiries by staff, volunteers, visitors, and researchers.
- Establish and foster strong and credible relationships among the HA community and the broader Annapolis community. Serve as a collaborative team member and a positive representative of HA. Share content through lectures, training programs, conferences, webinars, and social media.
- Support Development Team on grant-funded collections projects, including tracking expenses, overseeing work, and preparing narratives for applications and reports.
- Craft blog and social media content in coordination with the Development Department.

#### Collections Care (30%):

- Manage HA's decorative and fine arts collections, architectural drawings, photographs and living plants, including installation of period rooms in the William Paca House and other HA properties.
- In accordance with HA's Curatorial Policies, work with other departments to ensure safety of collections. This includes monitoring environmental and security conditions, maintaining humidity and temperature records, managing integrated pest management activities, and performing regular inspections to identify any conservation concerns.
- Implement HA's Collections Management Policy, including bi-annual policy review and updating as needed, making recommendations for refusal, or deaccessioning of objects and disposal.
- Oversee collections maintenance and conservation, including developing care plans for objects and archival materials as needed, and address Collections Assessment for Preservation recommendations.
- Maintain collection records, to include general gift and archival collections via Odyssey database system and assist in the development of a public interface for the collection. Manage the ongoing digitization and metadata cleanup of archival collections.
- Develop collection through the acquisition of gifts, donor cultivation, purchases, and loans. Coordinate and execute agreements, insurance, and customs paperwork for exhibitions, and reporting requirements for lenders and borrowers. Prepare condition reports and documentation for exhibitions.
- Help staff Preservation, Education, and Collections subcommittee of the Board of Trustees.
- Support inter-departmental disaster planning, including updating collections plans, maintaining supplies, and loaned object valuations.

#### Supervision & Training (10%)

- Supervises curatorial and collections management interns and volunteers.
- Assists with training of HA 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.
- Position may have future opportunity in a supervisory role with a part-time Collections Assistant and a part-time Archival Contractor.

#### **DESIRED QUALIFICATIONS:**

- Undergraduate in Museum Studies, Material Culture or Conservation, History of Art, or related field; Master's degree or related certificate preferred.
- Minimum 3-5 years curatorial and collections management experience. Demonstrated knowledge of decorative arts and contextual Maryland history, with experience developing and installing exhibits.
- Knowledge of American Alliance of Museums (AAM) best practices, including writing of AAM Standard Facilities Report.
- Proficiency in collections care required. Experience in handling fragile works of art and material culture, with the ability to safely lift 40 lbs.
- Ability to manage staff, volunteers, and interns.
- Strong research, writing, and public speaking skills. Experience in creating social media and blog content and public speaking experience is a plus.
- Passion, integrity, mission-driven, and self-directed. Ability to multi-task, set priorities, follow policies and procedures, and work independently with great attention to detail and consistently meet deadlines.

- Excellent customer service, time management and organizational abilities, with the ability to set and achieve Historic Annapolis strategic objectives and manage a budget.
- Proficiency in Microsoft Office Suite, collection management software and photography database systems (Odyssey) required. Graphic design experience is a plus.
- Ability to clearly communicate the mission of HA to internal and external audiences.
- Willingness and ability to function as a team player, including working a flexible schedule, including occasional evenings and weekends, to accommodate the needs of HA.

**ADDITIONAL INFORMATION:**

Historic Annapolis offers a competitive benefits package, including medical and retirement benefits. The office environment is flexible, fluctuating between an office setting, historic houses/museums, and storage facilities. The position is not overly physically demanding, but may require standing during events and lifting objects related to collections handling.

**EQUAL OPPORTUNITY EMPLOYER:**

Historic Annapolis is an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by state or federal law.

**Interested applicants should submit a cover letter and resume, including salary requirements, to Ms. Lucy Mikhailova at [lucy.mikhailova@annapolis.org](mailto:lucy.mikhailova@annapolis.org) by December 4, 2023.**