

EVERHART MUSEUM

NATURAL HISTORY, SCIENCE & ART

Curator of Collections and Exhibitions Job Announcement

Date Posted:	2/20/2018
Location:	Scranton, Pennsylvania
Country:	United States
Type of Position:	Full-Time
Salary:	\$40,000 - \$45,000

The Everhart Museum will be celebrating its 110th anniversary in 2018 and the Curator of Collections and Exhibitions will have the opportunity to present the collection in new and exciting ways as the Museum works towards completion of gallery renovations. A key initiative at the Museum is a reinterpretation and reinstallation of the permanent collection. While the reinstallation has begun, the Curator will be able to work closely with the curatorial and educational staff to affect the outcome.

The ideal candidate for this senior staff position of Curator of Collections and Exhibitions is an individual who has extensive knowledge of collection management; previous experience in the operation of a museum or gallery; effective organizational skills; excellent customer service skills; strong interpersonal communication skills; demonstrated leadership and management skills with an emphasis on project and fiscal management; is prepared to conduct research; and enjoys working in a team environment.

Basic Function: The Curator of Collections and Exhibitions is responsible for the development and management of art collections and all exhibitions at the Everhart Museum.

Position Relationship: The Curator of Collections and Exhibitions reports to the Executive Director. He or she works with the other senior staff to ensure that professional standards are maintained in all our public activities. The Curator coordinates with other museums, non-profit groups, and agencies to develop collaborative exhibition opportunities for the Everhart Museum.

Duties Include:

- Manage the care and use of the Everhart Museum art collections.
- Develop a roster of temporary exhibitions that engage existing and target audiences, including translating museum collections in temporary exhibitions.
- Provide oversight on the maintenance of permanent exhibitions.
- Oversee and participate in the fabrication, installation, and deinstallation of exhibitions.
- Work with Programs Department to develop public programs complementary to the exhibitions and collection.

- Maintain active relationships with artists, community members, lenders, donors, and professional colleagues.
- Build partnerships that enhance community engagement.
- Coordinate PR or marketing efforts with the Director of Development & Marketing.
- Serve as staff liaison to the Collections & Exhibitions Committee of the Board of Trustees. Responsible for preparing meeting agenda and compiling minutes for distribution.

Essential Requirements:

- Knowledge of principles and practices of collections management and preservation.
- Ability to successfully communicate orally and in writing.
- Ability to set and meet deadlines.
- Ability to synthesize complex information for communication to the general public.
- Ability to operate hand and/or power tools and equipment, as well as to lift 20 lbs or more.
- Ability to conceptualize, plan, design, and construct museum exhibitions with interpretive descriptions.
- Commitment to accuracy and attention to detail.
- Experience in personnel and resource management.
- Knowledge of database software, such as PastPerfect.

Education and Experience:

Any combination of training and experience which is likely to provide the required knowledge and abilities would be acceptable for employment. A typical background would be: A minimum of a Bachelor of Arts (BA) or Bachelor of Science (BS) from a college or university in the field of museum studies, history, art, art history, anthropology, or a related field, a Master Degree is preferred with a minimum of five years of curatorial or collection management experience.

Benefits:

Benefits include, paid time off, including annual leave and Museum holidays; and contributory medical insurance

Interview Process:

The Executive Director will review all applicants. The top five candidates will be interviewed by the Executive Director, the top three will be brought in to meet staff and select Board Members. The final hiring decision is made by the Executive Director after receiving input from staff and board.

How to Apply:

Applicants should submit a resume, a one-page narrative describing interest and experience, and the names of three references.

Send resume and accompanying materials to: Aurore Giguet, Executive Director
Subject: Curator Email: employment@everhart-museum.org

The position is currently vacant and will be filled at the earliest possible opportunity.