

Curator of Collections and Exhibitions

Everhart Museum of Natural History, Science & Art
Scranton, Pennsylvania

Description:

Founded in 1908, the Everhart Museum of Natural History, Science & Art is one of the oldest museums in Northeastern Pennsylvania and part of the early 20th-century regional museum movement. The Museum is located in historic Nay Aug Park, designed by Frederick Law Olmstead. Monies and initial natural history collections were provided by Dr. Isaiah Fawkes Everhart. Everhart conceived that the Museum would serve not only the immediate City of Scranton but the whole of Northeast Pennsylvania.

Position Title: Curator of Collections and Exhibitions

Location: Scranton, Pennsylvania

Job Type: Full Time

Please reply with resume, cover letter, and 3 – 5 references to:

Employment@everhart-museum.org

(No phone calls please)

BASIC FUNCTION:

The Curator of Collections and Exhibitions oversees the care, preservation, identification, interpretation of objects in the collection and items loaned to or by the Museum. The Curator develops permanent and temporary exhibitions that fulfill the mission of the institution, develops partnerships with scholars and curators to ensure research and interpretation meets high standards for accuracy, develops relationships with collectors and donors to hone and develop collections, and develops local, regional and state partners to ensure exhibitions are well-received. Serves as a spokesperson about collections and exhibitions to media, community groups, educators, collectors, funders, volunteers and docents, gallery guards, and other interested parties.

POSITION RELATIONSHIP:

The Curator of Collections and Exhibitions reports to the Executive Director, supervises the Collections Manager and Museum Registrar, and serves as staff liaison to the Board of Trustees Collections Committee.

RESPONSIBILITIES:

Museum Collections:

- Manage the acquisition, documentation, maintenance, care, and use of the Everhart Museum's collections.
- Conduct scholarly research and engage scholars in research on the collections to further knowledge, to ensure accuracy in identifying and interpreting objects, and to hone the collection by deaccessioning objects and to identify areas for potential growth.
- Develop, implement, and review and revise as necessary collections management policies and procedures in accordance with AAM guidelines and Museum protocols.
- Oversee the development, management, data entry of databases. Ensure personnel is trained in professional data management.
- Supervise and train staff and volunteers.
- Cultivate community partners, collectors, artists, experts, and others who can assist in the development of the Everhart's collections.

Exhibitions

- Conduct research on the collections and collaborate with the Director of Events and Programs to develop permanent exhibitions that showcase the collections, fulfill the Museum's mission, support educational needs of constituents, and further the collections care and documentation.
- Develop original exhibitions and secure rented temporary exhibitions and collaborate with the Director of Events and Programs that fulfill the Museum's mission, support educational needs of constituents, and engagement with the Museum.
- Follow AAM guidelines and Museum standards for format, accuracy, presentation, safety, and interpretation of objects.
- Collaborate with experts and other professionals to ensure presentation represents current scholarly and museum standards.
- Collaborate with community partners to ensure the exhibition has relevance and connection to a broad audience.
- Design exhibitions, and oversee and participate in the fabrication, installation, and deinstallation.

General Duties:

- Work with the Executive Director to develop an annual budget for the Curatorial Department. Monitor and track budget for department to ensure goals and guidelines are met.
- Coordinate, collaborate, and participate in the development of grants and fundraising proposals along with the Executive Director and the Director of Development.
- Coordinate, collaborate, and participate in the marketing and promotion of exhibitions, grants, donations, and achievements of the Curatorial Department along with the Visitor Services and Communications Manager. Speak to the press, public, and community groups about Curatorial Department activities and projects.
- Uphold the values of diversity, equity, and inclusion.

REQUIREMENTS

- College graduate with advanced degree in museum studies, history, art history, natural science, anthropology, or other disciplines that related to the mission of the Museum.
- Minimum of five years of progressively responsible curatorial experience in a museum setting.
- Knowledge of and experience with principles of research, exhibition development and installation, and collections management.
- Ability to successfully communicate orally and in writing to a wide variety of constituents.
- Ability to synthesize complex information in a manner that is engaging, inspirational, relevant, and accessible to the general public.
- Commitment to accuracy, consistency, and attention to detail.
- Proficiency in planning and organization.
- Experience in personnel and resource management.
- Ability to operate hand and power tools and equipment, assist in moving large crates and boxes, as well as to lift 30lbs or more, as required in the performance of various and exhibition tasks.
- Computer software skills including but not limited to MS Office, Pastperfect, Smartsheets, and various Adobe programs.