



# EVERHART MUSEUM

NATURAL HISTORY. SCIENCE. ART.  
1908 - 2023

**POSITION:** Curator of Exhibitions and Collections

**BASIC FUNCTION:**

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

The Curator of Exhibitions and Collections collaborates with the

- Preparator and Special Projects Manager on exhibition, maintenance, and special project scheduling, safety and emergency planning, and the timely completion of related projects.
- Director of Events and Programs to develop exhibitions that meet educational needs of visitors, provide information about collections and objects on display as requested, provide advanced training for staff, volunteers, interns, and docents.
- Director of Development to develop grants and proposals, to cultivate donors, and to ensure timely reporting to donors and grantors.
- Visitor Relations and Communications Manager to provide background information regarding exhibitions and special announcement, to anticipate potential reputational risks associated with exhibitions and related program by developing communication plans, and to respond to questions by the media and general public.



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## 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.
- Conduct periodic inspections, inventories, and appraisals of the collections on a rotating basis. Create plans to address deficiencies in conditions, housing and documentation, record data in both digital and hard copy formats, and report findings to the Executive Director and Collections and Exhibition Committee. Engage conservators, scholars, and other professionals as necessary to support efforts.
- Ensure accurate, complete, and consistent documentation for objects in database, digital files, hard copy files, and exhibition labels.
- Oversee the development, management, data entry of databases. Ensure personnel is trained in professional data management. • Mitigate risks to safety and security of objects and mitigate reputational risks to the institution related to the collections.
- Remain up-to-date on current issues related to collections and museum management. Discuss potential issues or relevant concerns with the Executive Director in a timely fashion and effectively collaborate with colleagues to strategically address issues.
- 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.



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## **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. Provide background information about exhibitions and assist in training staff, guard staff, volunteers, and docents.
- 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. Provide background information about exhibitions and assist in training staff, guard staff, volunteers, and docents.
- 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.
- Collaborate with Director of Events and Programs to develop and deliver complementary programming and events.
- Design exhibitions, and oversee and participate in the fabrication, installation, and deinstallation.

## **General Duties:**

- Collaborate with Executive Director and colleagues to ensure museum goals, objectives, and objectives are met.
- Maintain active and positive relationships with scholars, experts, artists, community leaders, lenders, collectors, donors, and colleagues.
- Build partnerships that enhance community engagement.



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- 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. Oversee the administration of funds secured. Ensure funds are properly expended and reports are filed according to deadlines.
- 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. Develop and provide accurate, complete, accessible, and inspirational information to Visitor Services and Communications Manager. Speak to the press, public, and community groups about Curatorial Department activities and projects.
- Protect the reputation of the Museum by recognizing and mitigating risks associated with exhibitions and the collections. Work collaboratively with the Executive Director to strategically and proactively address potential issues.
- Uphold the values of diversity, equity, and inclusion.
- Compile various monthly and annual reports detailing activities of the Curatorial Department.
- Act as a resource for both staff and the general public for collections and/or exhibitions related issues.
- Attend special events at the Everhart including exhibition openings, lectures, fundraising events, and other activities as requested by the Executive Director.
- Serve as staff liaison to the Collections Committee of the Board of Trustees and follow the protocols for liaisons.
- Establish annual goals for Curatorial Department and conduct annual reviews of Curatorial staff.
- Serve as first-responder in the event of an emergency.
- Perform other duties as assigned by the Executive Director.



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## ESSENTIAL 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. A PhD or work toward a PhD is a plus.
- Minimum of five years of progressively responsible curatorial experience in a museum setting
- 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.
- Knowledge of and experience with principles of research, exhibition development and installation, and collections management.
- 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.

## TO APPLY

Please submit cover letter and resume to [info@everhart-museum.org](mailto:info@everhart-museum.org)