POSITION TITLE: Curator of Exhibits

WAGE RANGE: $16.00-$24.00/hr

BENEFITS: Simple IRA

HOURS WORKED: 40.0 (Mon-Fri) variable Saturdays

FTE: 1.0

SUPERVISOR: Executive director

JOB SUMMARY:

 Plans, directs, and coordinates exhibit functions.

JOB DUTIES:

The exhibits curator will produce both onsite and offsite exhibits that uphold the mission of Lane County History Museum and provide interesting and relevant material to the community. The ideal candidate will have at least 2 years of professional curation experience with demonstrated accomplishments in or knowledge of contemporary principles of equity and inclusion in museums. Further, the candidate will have a strong interest in local history and have the ability to work collaboratively with stake-holding community members. Exhibits should utilize both the museum’s in-house collections, as well as outside material.

The exhibits curator is responsible for exhibit scheduling, budgeting, research, writing, graphic design, rentals, execution or overseeing of space preparation, installation and de-installation. The curator works with various LCHM staff members in different capacities from the planning stage to implementation, as well as collaborative community members and organizations. The exhibit curator works with the Archivist and Research Librarian to access in-house research resources, as well as archival material for exhibit. The curator also works with the Collection Manager to access artifacts. Additional staff members may assist with installation and de-installation, or other labor intensive aspects, at the discretion of the curator and/or executive director.

Additionally, other responsibilities of the exhibits curator include being a permanent member of the equity and inclusion committee, creation of digital exhibits in coordination with the graphic artist and webmaster, writing copy for exhibit press releases, writing articles for the LCHM Artifact newsletter, public speaking engagements and private gallery tours, assist with special events, and assisting with general museum operations as needed.

REQUIRED SKILLS:

At least 2 years of professional curation experience (demonstrated)

A Bachelor’s Degree in History, Museum Studies, Anthropology, or a related field

Knowledge of best practices in artifact handling

Knowledge of basic collection management and conservation principles as they relate to exhibit concerns

Excellent writing skills (demonstrated)

Excellent research skills

Ability to manage projects with thorough communication

Ability to keep a project and departmental budget

Public speaking

Ability to climb stairs and ladders and lift up to 40 lbs

PREFERRED SKILLS:

3+ years of professional curation experience (demonstrated)

A Master’s Degree in History, Museum Studies, Anthropology, or a related field

Experience in graphic design (demonstrated)

Ability to attract, select, train, and oversee volunteers

Flexibility in using different media

Current drivers license