

## **LYMAN MUSEUM POSITION DESCRIPTION**

**POSITION TITLE:** Curator of Collections and Exhibits (full-time)

**DEPARTMENT:** Collections and Exhibits

**POSITION SUMMARY:** Is responsible for the management, maintenance, and conservation of the Museum's collections and exhibits; exhibit design, development, and implementation; and collections research and acquisitions program, policies, and procedures. Is responsible for the supervision of department staff. As a key member of the Museum's Protection Team, actively develops, implements, enforces, re-evaluates, and updates the Museum's Disaster Preparedness and Emergency Response Plan and helps educate staff and volunteers in its use. Reports directly to the President and Executive Director.

### **DUTIES AND RESPONSIBILITIES:**

- Organizes, monitors, and helps care for the Museum's collections.
- Establishes conservation needs and priorities.
- Evaluates and determines the development and growth of the Museum's collections and exhibits.
- As a key member of the Protection Team, actively develops, implements, enforces, re-evaluates, and updates the Disaster Preparedness and Emergency Response Plan, and helps educate staff and volunteers in its use.
- Evaluates and makes recommendations for the acquisition of donations or loans for the Museum's collections.
- Evaluates and makes recommendations for the deaccession and disposition of objects from the Museum's collections.
- Establishes contact with the community in search of potential acquisitions for exhibits and/or collections.
- Oversees and conducts research on the collections and exhibits.
- Oversees record management activities, working closely with the Registrar and Archivist.
- Oversees permanent exhibits and develops plans for all special exhibits with relevant staff.
- Consults with departmental staff concerning needed expenditures in support of the collections and exhibits, and recommends these to the President and Executive Director for approval.
- Oversees and assists in the handling and installation of artwork and objects on loan from other institutions for special exhibits, and during packing for shipment of objects on loan to other institutions.
- Is responsible for the authentication, evaluation, and categorizing of the collections.
- Assists in researching and writing grant proposals and manages grants received in support of the Museum's collections and exhibits.
- Serves as the primary liaison between the Museum's Collection and Exhibits Department, and the Board of Trustees' Collections and Exhibits Committee, including by submitting quarterly reports of the department's activities and accomplishments, compiled in collaboration with the Registrar/Collections Manager and the Archivist.

- Works collaboratively with the President and Executive Director, and the Curator of Education and Operations.
- Supervises departmental staff.

This description does not limit the duties and/or responsibilities of this position.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Earned Master's degree in history, Museum Studies, Pacific Islands Studies, or related and approved discipline, or approved experience.
- Three to five years' museum experience, preferably in curatorial work or collections management.
- Basic knowledge of collections management, maintenance, and care.
- Basic knowledge of the use of archival materials and preventive conservation methods.
- Proven experience in exhibition planning, design, and implementation.
- Excellent writing skills as well as training and experience in historical or other academic research and standard documentation methodology; experience in researching and writing grant proposals.
- Computer skills in Excel, MS Word, Outlook. Experience in the use of PastPerfect software highly desirable.
- Excellent organizational skills, attentiveness to detail and accuracy, and the ability to work equally effectively with minimal supervision and in a team setting.
- Ability to supervise, guide, and evaluate the performance of departmental staff.

**Physical Requirements:**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through personal contact and the use of the telephone and computer. Physical capability to effectively use and operate various items of office-related equipment, such as, but not limited to, word processor, photocopier, fax machine, and multi-line telephone/voicemail system. Significant standing, walking, moving, and climbing stairs; some carrying, bending, lifting medium-weight items, reaching, handling, sitting, pushing, and pulling. Physical strength to work in and around two, 3-story structures (one without an elevator).

***Revised 07-29-2021.***