

POSTING - CURATOR

JOB POSTING

Full time, 5 days a week which includes a variable weekend day. Must be willing to work occasional evenings. Reports to Executive Director.

POSITION SUMMARY/OBJECTIVE

The Curator interacts with the Museum's stakeholders, including members and donors, and manages the Museum's collection, permanent exhibit and coordination of exhibits in the main gallery and the second floor. The Curator represents the Museum to its community, creates a positive experience for visitors and volunteers alike, builds a reputation for excellence for the Museum, and connects volunteers with Museum communications.

DUTIES

General

Tell the Museum's story, comprehend its mission, participate in programs and events, and make connections with the Museum's community to answer their questions and elicit their feedback to exhibits and related events. Act as the Museum's representative for the collection and for exhibits at public events. Become familiar with the histories of the Museum's community and engage directly with visitors. Recruit, interview, train, and manage interns and volunteers working with the collections. Develop and maintain volunteer and intern guidelines/directions and update as needed, identify learning outcomes and plan projects to create mutually beneficial experiences. Interact with other members of the Museum's staff to share information and to collaborate to achieve the Museum's strategic objectives. Other duties as assigned by the Executive Director, including occasional backup support for Museum store.

Exhibits

Serve as the primary contact for the Museums' exhibits and for all related inquiries, with responsibility for the content, management and design/delivery of Museum exhibitions. Manage day-to-day volunteer/intern activities and keep volunteers/interns informed of Museum news, events, and programs. Ensure that exhibits are properly maintained, inventoried, and repaired as needed. Manage all aspects of the permanent exhibit including research and content, fabrication and printing of exhibit material, rotation and mounting of artifacts, rotation of artifact and creation/updating of handouts and activities related to exhibit. Develop a schedule and update the permanent exhibit three to four times each year. Work with the Exhibits Committee to develop and evaluate temporary and gallery exhibits and related programs with visiting artists/traveling exhibits, or temporary exhibits from the Museum's collections.

Collections

Serve as the primary contact for the Museum's collections and for all related inquiries, with responsibility for the care, access, use and sustainable growth of the collections. Manage all existing collections including documentation, information and database management, storage/housing, inventory, security, access, research, condition reporting, maintenance/repair and digitization of artifacts, maintenance of artifact management systems (digital and hardcopy), coordination/purchase of archival supplies and maintenance of collections storage area (cleaning and environment monitoring). Review and manage all incoming artifact donations including donor communication and registration of new artifacts into appropriate collection. With approval of the Executive Director, handle all loans to and from the collections and all requests for use of collections images. Maintain reference library and work with the Collections Committee to develop and evaluate the collections and its management processes.

Operations and Outreach

Serve as the primary contact for adult and senior tour programs, engaging with participants to encourage greater connections to the Museum. Collaborate with other organizations to present exhibits consistent with the Museum's mission. Conduct research to support exhibits or to respond to queries from donors and members. Plan, organize and manage registration and fees/invoicing/payments for adult tour programs. Lead or schedule volunteer docents to lead tours. Initiate and implement ways to market tours and increase participation. Manage and/or participate in off-site Museum programming related to collections and exhibits. Interface with outside organizations for Museum purposes and programs including Chicago Cultural Alliance (CCA) and individual Core Members, professional organizations and community organizations (Chambers, DCASE). Handle all requests for information and research relating to the collections. Schedule researcher/student access to the collections and/or reference library materials, as needed

EDUCATION REQUIREMENTS

Bachelor's degree or comparable experience in museum studies, anthropology, history, public history, art history, archives, library science, information management, or related field.

EXPERIENCE REQUIREMENTS

- Minimum of 2-3 years related experience in managing a collection of artifacts and their presentation to the public through exhibits.
- Superior attention to detail
- Superior writing and communication skills
- Ability to multitask and handle a variety of projects
- Creative problem solver
- Strong interest in researching, developing, and implementing diversity, equity, inclusion, and access initiatives
- Adept with Microsoft Office software
- Ability to lift and carry up to 40 pounds
- Fine hand skills for artifact cleaning and handling
- Must pass a background check

Any of the following would be a benefit:

- Experience with CatalogIt collections management software or other relational database
- Experience with conducting front-end, formative, and/or summative evaluations
- Graphic design experience and/or Adobe Creative Suite experience
- Fluent or proficient in Swedish and/or Spanish

SUCCESS FACTORS

Ability to work well independently and with others, multitask, and handle a variety of projects gracefully is essential. Very detail- and process-oriented mindset. Effective problem solver. Strong work ethic and history of excellent work products. Treating all others with respect and courtesy. Curiosity to learn new things and meet new people. Self-motivated, takes initiative, follows through, shares credit, and takes responsibility for actions.

Salary will be based on applicant's experience and qualifications. Some evening and weekend work required. EOE

Submit letter of interest, comprehensive résumé, writing sample, and salary requirements to Karin Moen Abercrombie, Executive Director, hire@samac.org. No phone calls, please.