



JOB DESCRIPTION

TITLE: Curator

REPORTS TO: Executive Director

ABOUT:

The Studebaker National Museum is dedicated to the interpretation of more than 100 years of transportation history of the Studebaker Corporation and related industrial entities. Museum Collections include vehicles which span the 19th and 20th Centuries along with more than 100,000 small collections objects. The Museum is one of only three automotive museums accredited by the American Alliance of Museums.

Over the past three years the Museum has enjoyed record attendance thanks to the expansion of a dynamic program schedule and engaging interpretation in the galleries. The Curator will be tasked with continuing to enhance visitor connections and find relevance and meaning for a diverse audience.

FUNCTION:

Responsible for overseeing the management and maintenance of the Collection of the Museum, assisting with archival activities, and development and implementation of exhibits. Responsible for acquisitions, collections care and management, cataloging, and supervision of display conditions, and donor relations.

DUTIES AND RESPONSIBILITIES:

Collections Management

- **Collections Management**
 - Manages and implements collection management and conservation plan for all of the Studebaker National Museum Collections.
 - Assists with grant writing for collections management and collections conservation.
 - Ensures policies and practices meet all ethical standards set forth by the American Alliance of Museums and other best practices as appropriate.
- **Collections Records and Storage**
 - Maintains current and accurate records regarding all items in the collection and those on loan.
 - Ensures safety of Collections information and records.
 - Manages on and off-site collections storage areas.

- **Collections Care**
 - Responsible for collection conservation and preservation.
 - Coordinates collection conservation and restoration projects.
 - Works with Archivist to prepare vehicles and objects for approved loans and appearances as required.

Exhibitions

- **Temporary Exhibitions**
 - Coordinates the Exhibition Team in development, planning and execution of temporary exhibitions for the Museum.
 - Conducts required research to develop appropriate exhibition themes and interpretation.
 - Works with designer to lay-out, and design exhibitions.
 - Serves as primary writer for exhibition text.
 - Works with other staff members to install exhibitions.
 - Identifies and secures loan agreements necessary for execution of exhibitions.
 - Cultivates relationships with potential institutional and private lenders.
 - Works with other staff members to create exhibition-derived educational programs.
- **Permanent Exhibitions & Collections**
 - Leads Exhibition Team's constant review of permanent displays for the Museum.
 - Ensures appropriate and engaging interpretive plan is in-place.
 - Reviews care and condition of permanent exhibitions and works with appropriate staff members to correct identified weaknesses.
 - Develops new ideas for permanent collection displays and interactives.

Educational Programming

- **Programming**
 - Works with other appropriate staff members to develop internal and external educational programs to support the mission of the Museum.
- **Volunteer Training**
 - Ensures that volunteer training programs and documents convey information which matches interpretive plan.

Other Duties

- Performs other duties as may be required to support the effective operation of the Museum.
- Assists with Board management and participation, including Collections and Education Committees.
- Works with the Executive Director to ensure that the Museum meets or exceeds standards for accreditation set forth by AAM.
- Represents Museum at public and professional events when required.
- Provides guided tours of the museum when necessary.

KNOWLEDGE, SKILLS, AND ABILITIES:

Required Qualifications

- College graduate in history, museum studies or related field required.
- At least one to three years of experience in museum interpretation and collections management.
- Knowledge and experience in Microsoft Office, PastPerfect, and Adobe Creative Suite software.
- Demonstrable interpersonal and professional skills necessary to interact and deal effectively within professional, museum, and organizational communities.

Preferred Qualifications

- Advanced degree in Museum Studies or related field, or equivalent experience.
- Three to five years' experience in museum interpretation and collections management.
- Experience managing automotive or transportation collections.

Additional Information

Full-time position available January 1, 2020, open until filled. Resume review will begin on February 10, 2020. Salary commensurate with experience.

To apply, submit Resume/CV along with cover letter including salary requirements to Patrick Slebonick, Executive Director by e-mail pslebonick@studebakermuseum.org