



Curator of Collections & Exhibitions

Term: Permanent Full Time. Exempt position. Employment may be terminated or extended at the will of the Pratt Museum.

Schedule: Generally, Monday – Friday 8:00 a.m. – 5:00 p.m. As needed with weekends included.

Wage: \$40,000 - \$60,000

Benefits: As determined by Pratt Museum Personnel Policy, including paid time off, Health Insurance, and matching contribution, up to 3% in an IRA.

Reports to: Executive Director

Supervises: Part Time Curatorial Assistant, volunteers, interns, and guest Curators.

Employer: The Pratt Museum will contribute to the State Unemployment fund for the employee and will provide Worker's Compensation to cover the employee in case of a work-related injury.

Position Overview: The Curator of Collections & Exhibitions is responsible for care, preservation, security, and storage of Museum's collections. Responsible for creating, organizing, and maintaining all records relating to the permanent collection and records relating to incoming and outgoing artifact loans. Provides overall leadership in planning, creating, and overseeing the development and maintenance of permanent and temporary exhibits.

Essential Job Functions

Collections Management: Overall responsibility for the care, condition, study and organization of the artifact and archival collections, ensuring that they are secure and exposed to minimum damage and deterioration and in accordance with nationally accepted collection management practices.

- Updates and implements long-range collection management and acquisition plan
- Identifies and prioritizes needs for collections and makes recommendations to the Executive Director accordingly
- Plans and designs proper storage for collections, including those on exhibit
- Monitors museum environmental conditions



- Coordinates and monitors conservation treatment of objects
- Receives and transfers all objects used in temporary and permanent exhibits
- Organizes collection data in a systematic manner to ensure efficient recording and retrieval of information
- Registers, catalogs, labels, and otherwise numbers and maintains inventories of all permanent, loaned and reference collections
- Compiles, reviews and records data pertaining to the origin, history, identification, location, conservation, and disposition of the collections on shelving.
- Sits on the Board's Collection Committee as primary staff member. Compiles information about pending acquisitions, dispositions, or other collection actions. Follows up on recommendations and board actions related to the collection.
- Assists public and staff in researching collections.
- Becomes familiar with Homer and regional history and items/materials in the collections that may help in interpreting this history.
- Develops and enhances finding aids to facilitate research into Homer history
- Maintains knowledge and practices of current techniques and procedures in conservation, record keeping, ethics, and collection issues. Trains and educates staff, board, and volunteers accordingly.

Manages Exhibits Program

- Identifies and prioritizes needs for new exhibits and modifications to existing exhibits and makes recommendations to the Executive Director accordingly.
- Develops and coordinates a schedule of diverse temporary exhibits for the museum. This may include creating or organizing in-house interpretive or art exhibits or arranging for traveling exhibits to visit Valdez. Coordinates shipping & receiving.
- Communicates with Curator of Education & Public Programs to assure exhibits compliment other Museum programs.
- Works with other staff to develop guidelines & criteria for temporary and permanent exhibits.
- Provides information about each exhibit in a timely fashion to the Executive Director for publicity purposes.
- Seeks opportunities for partnerships with other community organizations.
- Leads and organizes ad hoc committee meetings (when committees are used) for exhibit development.
- Writes text labels, corrects existing labels.
- Troubleshoots exhibits.
- Mounts temporary and permanent exhibits.
- Works with Executive Director and Exhibits Manager to develop overall plan of action for exhibits at the Museum and satellite sites in the community.



- Install artwork, labels, and other exhibit elements about aesthetics, exhibit vision, and safety and comfort for visitors, staff, artwork, and artifacts
- With Exhibits Manager, install and adjust lighting
- Assist with setup of exhibit receptions

Other

- Communicates about the collections and exhibits through newsletter articles, board reports, staff meetings and public appearances
- Supervises curatorial assistant, interns and volunteers with respect to the curator department and exhibits.
- Provide preservation knowledge and expertise for facility upgrades.
- Will be an active participant in the overall process of upgrading of the facilities.
- Grant writing to enhance permanent and temporary exhibits.
- Encourages volunteerism and helps to develop volunteer programs that will help with the curatorial programs, processes, and exhibits.
- Periodically assists with museum events and activities
- Acts as Acting Director in the absence of the Executive Director
- Other duties as assigned.

Education: Master's degree in Museum Studies/Museology.

Substitutions- The following combination of education and experience may substitute for the required master's degree in Museum Studies/Museology:

Master's degree in Art History, Humanities, Archeology, Anthropology, or equivalent field as determined by the Museum Director AND one (1) year of experience working with museum collections or exhibits.

OR

Bachelor's degree from an accredited college including some coursework in museology; art, anthropology, education, archaeology, history, or a closely related field, AND two (2) years of experience working in a museum/art collection or exhibits.

Job Requirements: Excellent verbal and written communication skills. High degree of organizational skills and the ability to handle multiple projects in various stages of development. Demonstrated ability to proactively prioritize and manage time, juggle multiple duties and tasks, and meet deadlines. Sufficient flexibility
Must be knowledgeable in Microsoft Suite; Google Workspace and Past Perfect Software. Preferred Adobe, Canva, Facebook, YouTube, video and audio production.