HERITAGE
MUSEUMS & GARDENS

EMPLOYEE JOB DESCRIPTION

TITLE: **Assistant Curator**
DEPT: Visitor Engagement
REPORTS TO: Director of Collections & Exhibitions
SUPERVISES: n/a
FLSA STATUS: Full-time, exempt

SUMMARY OF RESPONSIBILITIES:
Assist the Director of Collections & Exhibitions in managing and coordinating Heritage's exhibitions program, maintaining its permanent collection, and sharing both with the public. In accordance with the Interpretive Plan, the Assistant Curator assists with the conception, execution, quality, and scholarship of a number of internally generated exhibitions and any accompanying content, as well as withscholarship regarding Heritage's collections. The Assistant Curator works closely with the Director of Collections & Exhibitions and other members of the Visitor Engagement Department to advance the institution's mission, to execute and develop support for its programs, and to meet the goals of its strategic plan.

SPECIFIC RESPONSIBILITIES:

EXHIBITIONS

- Assist the Director of Collections and Exhibitions in the development of the overall direction for the museum's exhibition program and long-range exhibition schedule.
- Prepare select exhibition proposals 1-2 years in advance of exhibition dates for review and approval.
- Manage and execute the Outdoor Art Program and Wampanoag Stories outdoor exhibit.
- Responsible for general maintenance of the museum's galleries.
- Assist in coordinating efforts of all relevant staff, consultants, and contractors regarding fabrication and installation, and participate in exhibit installation.

COLLECTIONS

- Assist Director of Collections and Exhibitions in the research and acquisition of new accessions, in accordance with the Collections Management Policy and Collections Development Plan.
- Conduct research on objects in the collections.
- Assist the Registrar/Collections Manager with collections-related projects as required.

PROGRAMMING and OUTREACH

- Raise awareness of Heritage's collections and exhibitions by participating in programming as requested by the Manager of Public Programs.
- Strengthen community relationships and promote the museum and mission to new audiences. Project a positive image and serve as an ambassador for the museum.

- Assist with providing written materials, images, and video relating to Heritage's exhibitions to the Marketing Department for use in digital marketing (website, social media, blogs, etc.)

ORGANIZATIONAL SUPPORT

- Assist in preparation of the department budget.
- Provide exhibitions and collections-related training for staff and volunteers.
- Participate in mandatory training sessions and staff meetings.
- Serve on the Collections Committee, and other committees and task forces as assigned.
- Assist with advancing institutional and departmental priorities as needed.
- Perform all other duties as assigned by the Director of Collections & Exhibitions, Chief Program Officer, or the President & CEO.

REQUIREMENTS:

- Minimum of two years of curatorial experience in a museum or gallery setting with a demonstrated record of achievement and professionalism.
- Advanced degree in History, Art, or relevant field. Subject matter expertise in one or more areas of HMG's holdings.
- Comfort working independently, taking initiative to perform multiple tasks efficiently without close supervision.
- Excellent written and oral communication skills.
- Experience and comfort with technology and object collections management databases.
- Ability to exercise sound judgment, and abide by and enforce policies.
- Willingness to assist with other institutional priorities and to work as part of a larger team.
- This job requires the ability to lift and move objects weighing 30 pounds unassisted, to be on your feet for extended periods of time, the ability to work at a desk for extended periods of time, and the ability to push, pull, reach, stoop, crouch, lie on the floor, kneel, use gross and fine manipulation. Other requirements include the ability to work on a ladder, and to use exhibit installation tools.
- Must have a valid Massachusetts driver's license.
- Occasional evening and weekend work required.
- This position is subject to criminal background records checks.