



CURATOR

Washington County Museum

(posted August 29, 2018)

Are you a museum professional who enjoys the thrill of wearing a multitude of hats? Does the idea of being part of a growing department in an evolving local museum excite you? Join us in celebrating Washington County's history in a full-time position combining registrar, collections manager and curator. No two days will be the same – guaranteed! To that end, you'll need to be hands-on, flexible, collaborative and innovative. From exhibit development to working with donors and interns/volunteers, to caring for the collection, you'll carry much responsibility.

Washington County Museum is engaged in an ongoing process to identify inequities in our programming and organizational culture. We are creating a socially just environment in which all people are welcomed, appreciated and valued. Applicants from historically underserved and/or under-represented communities are strongly encouraged to apply.

JOB SUMMARY

1. Design, curate exhibits (on and off-site) and assist with exhibit curation while fostering cross-department collaboration and community engagement.
2. Manage all aspects of collections care, following and implementing accepted museum professional standards and practices.
3. Ensure accurate numbering, cataloging, photographing and labeling specimens already in the collection as well as those added to the collection.
4. Recruit develop and supervise interns and volunteers and maintain an active student internship program.
5. Assist with developing and maintaining collection management plans and policies.
6. Raise funds through direct donations, grants or earned income development to expand collection, update facilities or support research efforts.
7. Propose strategic acquisitions for presentation to Executive Director and Collections Committee to diversify our current collection.
8. Actively participate in community engagement through committees, tours, writing articles, tabling events and public speaking.
9. Research community requests, articles in the collection and significant stories within our communities.
10. Ensure proper documentation of loans, acquisitions, deaccessions etc.
11. Other duties as required.

QUALIFICATIONS

- A. Minimum: Bachelor's degree. Preferred: Completion of a Master's Degree in museum studies, history or a related field.
- B. Two or more years of progressively expanding museum expertise demonstrating curatorial, management and exhibit development.
- C. Experience working with collections management software; Past Perfect preferred.
- D. Must be resourceful, creative and have the ability and desire to work collaboratively with museum staff and community members.
- E. Demonstrated professional communication skills, both written and oral.
- F. An understanding of and desire to work towards telling difficult aspects of historical interpretation.
- G. Scholarly knowledge of Oregon history. Preferred: Washington County history.
- H. Ability to convey excitement about the relevance of history.
- I. Physical ability to do basic bending, stooping, climbing and lifting up to 50 lbs.
- J. Must have a valid driver's license and insurance and/or the ability to travel within the county and state to off-site locations with pieces from the collection

Position is located at Washington County Museum, Portland Community College Rock Creek Campus, 17677 NW Springville Rd, Portland OR 97229 and requires limited travel

This is a .75 FTE position with possibilities of full time within eight months. Starting range for .75 FTE \$28,000 to \$32,000. Position includes paid vacation and sick leave benefits, reciprocal museum pass, and free parking.

Application period closes September 17, 2018. Please email cover letter, resume, and photos or plan of an exhibit installation to: curatorsearch@washingtoncountymuseum.org