

PLIMOTH[®]

P L A N T A T I O N

CURATOR OF COLLECTIONS

Department: Education and Museum Outreach/ Center for 17th - Century Studies at Plimoth
Reports to: Deputy Director of Education and Museum Outreach
Position: Full-Time Exempt
Supervises: Librarian, Collections and Digitization Staff

POSITION SUMMARY

Plimoth Plantation seeks a Curator of Collections at an exciting time in its history. As we approach the 400th anniversaries of *Mayflower's* arrival in 2020 and the First Thanksgiving in 2021, we are highlighting and increasing public access to the Museum's unparalleled collection of 17th-century archaeology and decorative arts. In 2018, the Museum opened the Center for 17th-Century Studies at Plimoth, that will nurture new partnerships and ongoing research with leading universities, facilitate a vibrant collegiate internship program, inspire lifelong learning, and collaborate with K-12 schools to expand Plimoth's award-winning educational programming online, onsite, and in classrooms, enhancing the dynamic ways in which Plimoth Plantation brings 17th-century America to life. Thanks to major federal and foundation funding, these initiatives are well underway. We seek a diligent collections manager, creative public historian, and committed material culture researcher to join our team.

The Curator of Collections manages the collections and oversees the acquisition, inventory, care, preservation and use of the Museum's archaeological objects, decorative and fine arts, study collections, and archives. The Curator of Collections is a manager with supervisory duties that include interviewing, hiring, and evaluating employees. Assign work to archives and digitization staff, interns and volunteers, and help to provide orientation and training for staff. The Curator is a positive, collaborative and resourceful team member who clearly demonstrates a love of 17th-century material culture and history and wants to share that with the public by working hands-on at one of the world's premier living history museums.

ESSENTIAL DUTIES AND RESPONSIBILITIES

An essential part of the Education and Museum Outreach team and Center for 17th - Century Studies at Plimoth, the Curator of Collections oversees all aspects of the library and curatorial departments, designs and leads collection and archives initiatives, directs the curation of gallery and pop-up exhibits; administers foundation grants; creates, executes and evaluates innovative talks, workshops and programs for the public, and is responsible for providing the highest standards of stewardship for Museum objects.

- Manages the Museum's collections according to consistent and best-practices curatorial standards, loan policies and research access for employees, scholars and guests.
- Oversees and contributes to the digitization of the Museum's originals and archaeology collections and the Digital Asset Management System to increase object visibility and public engagement with the collection.

- Stewards foundation relationships and administers departmental-specific grants, including accountability to funding organizations.
- Works with the Board's Collection Committee, shapes collections policies for the Museum and makes recommendations for collections scope refinement.
- Completes high-level, Museum-wide collections inventories as planned in the Museum's Collections Policy.
- Acts as the collections registrar and completes/maintains records and appropriate documentation for all collections objects.
- Directs modern exhibit planning and works with the research team, conducts research related to the 17th-century material culture of the Atlantic World to support Museum exhibits and initiatives.
- Leads strategic initiatives as assigned, including conference planning, development initiatives, grant writing and reporting, drafting and publishing academic papers and books, and fostering academic partnerships to support the Museum's Center for 17th-Century Studies at Plimoth.

Provides training for, and directs and assigns the work of curatorial and library staff, interns, graduate students, and volunteers. As needed, provides coaching, and disciplinary actions, including warnings and termination. Conducts annual performance review of reporting staff.

- Assists with administrative work and participates in weekly meetings with the Deputy Director of Education and Museum Outreach.
- Assists the marketing department and graphics with media coverage relating to period exhibits, filming opportunities and photo shoots.

This description focuses on the primary duties of the position. It is not designed nor intended to include all duties inherent in satisfactory performance of the position.

CORE COMMITMENT

Whether part-time or full-time, year-round or seasonal, all staff and volunteers at Plimoth Plantation advance the museum's educational mission and strategic goals; they uphold the museum's core values and principles in their work and in all their interactions with the public and coworkers. This commitment helps to ensure that Plimoth's reputation for excellence is maintained and that we, as stewards of the museum, are helping to create a relevant and sustainable future for Plimoth Plantation. The core principles that guide us in our work are:

- **Safety and Comfort:** Conduct yourself and your work at all times in a manner that helps to ensure the safety and comfort of all guests, staff, animals and museum property.
- **Compassionate Customer Engagement:** Plimoth Plantation exists to serve the public. It is their interest, goodwill and generosity that support the museum's mission. Each and every one of us commits to consistently provide our guests with the museum's unique brand of compassionate customer engagement.
- **Professional Excellence:** We believe in continual improvement and we strive for excellence in all aspects of our work every day. We approach our work with earnestness, vigor and the express purpose of providing enriching experiences for our guests.
- **Practice Personal Accountability.** Within the scope of your position, be personally accountable for improving the guest experience and for creating a rewarding, enjoyable workplace for yourself and your colleagues.
- **Advance a Culture of Philanthropy:** In addition to earned revenue, Plimoth Plantation relies on support income (fundraising) from a variety of sources. This includes individual donors, private foundations and government agencies. Philanthropy strengthens and sustains the Museum. As a 501(c)(3) charitable organization, it is essential that staff at all levels of the organization understand Development as a vital tool that advances the Museum's mission, strategic objectives and highest ideals.
- **Teamwork:** We value the satisfaction and fun that comes from working together toward a common goal or vision. Each of us takes responsibility for creating a collaborative, competent, cooperative environment and ensures that every team member has the opportunity to contribute to the success of the team.

PHYSICAL REQUIREMENTS

The physical demands outlined here are representative of those that must be met by an employee to perform successfully the essential functions of the job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be comfortable working with cleaning agents, various kinds of natural debris, and able to work outdoors in the summer and winter months as well as in dusty conditions.

- The work requires strenuous activity necessitating good cardiovascular condition, and there can be significant repetitive or strenuous motion necessary to accomplish certain tasks.
- Work sitting, standing, kneeling, or bent over, sometimes for extended periods of time
- Capable of lifting and moving objects sometimes in excess of 25 pounds

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- The outdoor living history sites are not climate controlled, and much of the work occurs outdoors in a variety of weather conditions.
- Work may be performed in dusty and smoky environments, in poorly lit areas, near open fires, and in cramped and crowded places.
- The noise level in the workplace varies from quiet to loud.

QUALIFICATIONS:

Master's Degree in Museum Studies, Public History, Archaeology, Material Culture or Conservation required, PhD preferred. Minimum of 5 years experience working with collections in a curatorial or managerial role. Experience mounting exhibits preferred. Keen interest in 17th-century material culture. Solid computer skills and basic digital photography experience required. Professional experience with Excel is required. Photoshop, CollectionSpace, Omeka, Past Perfect, RE:discovery and/or other software experience preferred.